



BYLAW #3275

Procedural Bylaw

A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta to regulate the proceedings of Council of the County and its Committees.

WHEREAS: the *Municipal Government Act* RSA 2000, c M-26 and amendments thereto, authorizes Council to adopt Bylaws for the establishment and function of Council Committees and the procedure and conduct of Council, Council Committees; and

WHEREAS: the *Municipal Government Act*, provides that Council may by bylaw delegate its powers, duties or functions to a Council Committee; and

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

NOW THEREFORE, the Council of the County of Grande Prairie No. 1, duly assembled in the Province of Alberta, hereby enacts as follows:

INTERPRETATION

1. This Bylaw shall be cited as the "Procedural Bylaw".
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or vice versa whenever the context so requires.
5. At no time is the intent of this Bylaw to create undue strictness of adherence to the rules of order to cause intimidation or limit full participation.

DEFINITIONS

6. In this Bylaw:
 - 6.1 "Administration" means the general operations of the County, including all personnel, financial and other related resources, as permitted by the *Municipal Government Act*.

- 6.2 “Agenda” means the order of items of business for a meeting and the associated reports, Bylaws or other documents.
- 6.3 “Budget Council Meeting” means a meeting focused on budget development purposes and deliberations, including but not limited to, pre-budget discussions, capital grants, operating grants, business cases, interim and final budget.
- 6.4 “Chair” means the person who has authority to preside over the meeting.
- 6.5 “Challenge” means an appeal of the ruling of the Chair.
- 6.6 “Closed Session” means a portion of the meeting which is closed to the public in accordance with the *Municipal Government Act*.
- 6.7 “County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the *Municipal Government Act* and other applicable legislation.
- 6.8 “County Manager” also known as the “Chief Administrative Officer (CAO)” or “County Administrator” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for the County of Grande Prairie No. 1.
- 6.9 “Delegation” shall mean a person or group of persons that are appearing before Council to address a specific matter.
- 6.10 “Designate” means the person authorized by the County Manager to conduct the duties and functions assigned to the County Manager by Council under the *Municipal Government Act* and under this or any other bylaw.
- 6.11 “Delegation Request Form” means the electronic form available on the County of Grande Prairie’s website used to request a delegation before Council.
- 6.12 “Deputy Reeve” means the Member appointed by Council, pursuant to the *Municipal Government Act*, to act as Reeve (Chief Elected Official) in the absence or incapacity of the Reeve (Chief Elected Official).
- 6.13 “Extenuating Circumstances” means extraordinary or unforeseen events beyond the control of Council or its Members, including but not limited to emergencies (e.g., fire, public health crisis), natural disasters (e.g., floods, severe weather), or safety and security threats (e.g., hazards affecting public buildings).
- 6.14 “Improper Conduct” means any action by a Member of the public, Council, Committee or Administration at a meeting which is offensive, disrespectful, intimidates, threatens, harasses, obstructs, or physically injures any other person and/or includes the refusal to follow any direction of the Reeve or the Chair of the meeting.
- 6.15 “Member” means is a Member duly elected as a Councillor of the County of Grande Prairie or a duly appointed Member of a Council Committee.
- 6.16 “Minutes” are the record of decisions of a meeting recorded in the English language without note or comment.

- 6.17 “Notice of Motion” is the means by which a Member of Council brings business before Council to be considered at a future meeting.
- 6.18 “Pecuniary Interest” means a pecuniary interest within the meaning of the *Municipal Government Act*.
- 6.19 “Point of Information” is a request to a Member or the Administration, for information relevant to the business at hand, but not related to a Point of Procedure.
- 6.20 “Point of Order” means a demand that the Chair enforce the rules of this Bylaw.
- 6.21 “Point of Privilege” means a raising of a question which concerns a Member of Council, Council as a whole, Administration or Member of the public, when a Member believes that another Member, Administration or Member of the public, has spoken disrespectfully, or when they believe the comments made have been misunderstood or misinterpreted.
- 6.22 “Point of Procedure” means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of the motion.
- 6.23 “Public Hearing” means:
- 6.23.1. To hear matters pursuant to the *Municipal Government Act*, or any other Act.
or
 - 6.23.2. Other matters which Council directs be considered at a Public Hearing.
- 6.24 “Quorum” is the majority of all Members unless Council provides otherwise in this bylaw.
- 6.25 “Reeve” is the Member appointed by Council, pursuant to the *Municipal Government Act* and this Bylaw, to act as the Chief Elected Official.
- 6.26 “Regular Council Meeting” means a regularly scheduled meeting of Council established at the Organizational Meeting held pursuant to the *Municipal Government Act*.
- 6.27 “Special Meeting” is a meeting called by the Reeve or Council in accordance with the *Municipal Government Act* and this Bylaw.
- 6.28 “Special Resolution” means a resolution passed by a two-thirds majority of all Members.
- 6.29 “Table” means a motion to delay consideration of any matter to another time.

APPLICATION

7. Unless otherwise noted, this Bylaw shall apply to all meetings of Council and Council Committees.

8. Reference Source – When a matter arises related to proceedings in a meeting which is 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 Roberts Rules of Order.
9. Interpretation – Procedure is a matter of interpretation by the Chair.
10. Paramount Rules – The precedence of the rules governing the procedure of Council is:
 - 10.1. The *Municipal Government Act*.
 - 10.2. Other Provincial or Federal Legislation.
 - 10.3. This Bylaw.
 - 10.4. Roberts Rules of Order.
11. The Municipal Government Act requires all municipalities to name a place as its municipal office. The place for the municipal office and the Council Chambers for the County of Grande Prairie No. 1 is 10001 – 84th Avenue, Clairmont, Alberta, T8X 5B2.
12. All Sections of the *Municipal Government Act* referenced in this Bylaw are for information only and may change as the *Municipal Government Act* is amended.

ORGANIZATION OF COUNCIL AND COUNCIL COMMITTEES

ORGANIZATIONAL MEETING

13. Council shall hold its Organizational Meeting, no later than two weeks after the third Monday in October. The time and place of the Organizational Meeting and agenda shall be set by the County Manager.
14. At the Organizational Meeting:
 - 14.1. The County Manager shall take the position of Chair and call the meeting to order.
 - 14.2. The Reeve and Deputy Reeve shall be elected by secret ballot annually.
 - 14.3. The Oath of Office shall be administered:
 - 14.3.1. to the Reeve and Deputy Reeve annually.
 - 14.3.2. to the entire Council following the municipal election.
 - 14.4. Council shall confirm the seating of newly elected Members or any Members who want to change their seats.
 - 14.5. The County Manager shall hand over the position of Chair to the newly elected Reeve (Chief Elected Official).
15. Members of Council hold office from the beginning of the Organizational Meeting following a general election until immediately before the beginning of the Organizational Meeting following the next general election, in accordance with the *Local Authorities Election Act*.

16. The Reeve and Deputy Reeve, as appointed from among the Members hold their appointment from immediately after the vote is announced by the County Manager or Designate until immediately before the beginning of the next Organizational Meeting.
17. Council, at its Organizational Meeting shall:
 - 17.1. Review the Procedural Bylaw, Policy F11 - Decision Making Framework, and Policy F12 - Council and Administration Communication Framework and recommend changes as required.
 - 17.2. Review Council Honorarium and Travel Allowance as per Policy F10 – Council and Board Member Honoraria & Expense Reimbursement and approve changes as required.
 - 17.3. Appoint Members and alternates to Council Committees and appoint the Chairs and Vice-Chairs (depending on the Terms of Reference for the Committee).
 - 17.4. If any vacancies remain following the adoption of appointments to Council Committees, members may be appointed at a subsequent regularly scheduled Council Meeting.
 - 17.5. Set dates, times and places for Regular Council Meetings, Budget Council Meetings and Committee of the Whole Meetings.
 - 17.6. Any such other business as required by the *Municipal Government Act* if not already addressed by active bylaws or motions of Council.

LAND ACKNOWLEDGEMENT

18. In accordance with Policy F13 – Indigenous Peoples Relationship, Council’s Organizational Meeting will include an acknowledgement that the meeting is being held on traditional Treaty No. 8 territory.

CHAIR OF COUNCIL MEETINGS

19. The Reeve shall preside as Chair over all meetings of Council and in the Reeve’s absence the Deputy Reeve shall preside as Chair. If both the Reeve and Deputy Reeve are not present at a meeting, Council, by motion, shall select a Chair from among Members present.
20. In the event the Reeve participates in the meeting by electronic means, the Deputy Reeve shall preside as Chair. If both the Reeve and Deputy Reeve are participating by electronic means, a Chair shall be selected from among the Members present in the Council Chambers, by motion.

REEVE AS EX-OFFICIO

21. Unless otherwise provided in a Bylaw, the Reeve shall be an ex-officio Member of all Council Committees established by Council – and:
 - 21.1. If the Reeve is present at a Council Committee meeting, the Reeve is counted to determine if the number of Members required for quorum is present; and

- 21.2. The Reeve has all the rights and privileges of other Members of a Council Committee unless stated otherwise in the Committee Bylaw or Terms of Reference.

COUNCIL COMMITTEES

22. Council may by Bylaw, establish Council Committees as are necessary or advisable for the orderly and efficient handling of affairs of the Municipality and establish the Terms of Reference, functions and duration of a Committee.
23. All Council Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
24. Each Council Committee shall elect one (1) of its Members to be the Chair unless Council designates.
25. All Council Committee meetings shall be conducted in accordance with the rules governing the procedures of Council.

COUNTY SPOKESPERSON

26. Unless Council directs otherwise, the Reeve is Council's official spokesperson and in the absence of the Reeve the Deputy Reeve becomes the spokesperson. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
27. A Member must not claim to speak on behalf of Council unless authorized to do.

MEETINGS

DATE OF MEETINGS

28. Council shall hold Regular Meetings of Council on the dates established at the Organizational Meeting.
29. Except as provided for in Section 177 of this Bylaw, all meetings shall be held in public.

TIME OF MEETINGS

30. Regular Council Meetings shall begin at 0930 hours and adjourn by no later than 1700 hours. By consent of the majority of Council present at the meeting, Council may extend the meeting beyond 1700 hours or recess until a specified time the following day.
31. Public Hearings will be held in conjunction with a Regular Council Meeting and are to commence at 1300 hours unless otherwise approved by motion of Council.

MEETING PLACE

32. Regular Council Meetings and Public Hearings shall be held in the Council Chambers in the Municipal Administration Building of the County unless otherwise approved by motion of Council.

COUNCIL MEETINGS NOTICE

33. For all Regular Council Meetings:
- 33.1. Members of the public shall receive notice of all meetings deemed a Public Meeting or a Public Hearing in accordance with the *Municipal Government Act* and/or the County's Advertising Bylaw.
 - 33.2. Notice of Regular Meetings of Council is deemed to be given by annual publication of a calendar on the municipality's website.

CHANGE OF TIME, DATE, LOCATION OF MEETING

34. Council may change the time, date or location of any Regular Council Meeting or Committee of the Whole Meeting by Special Resolution.
35. Notification of the change in time, date or location of any Regular Council Meeting shall be provided in accordance with the *Municipal Government Act* and/or the County's Advertising Bylaw.
36. The time, date or location of Council Committee Meetings may be changed, however, at least 24 hours' written notice of the change shall be provided to Members and the public, unless otherwise stated in the Committee's Terms of Reference or Bylaw.

CANCELLATION OF MEETING

37. A Regular Council Meeting or Committee of the Whole Meeting may be cancelled:
- 37.1. By a majority vote of Members at a previous Regular Council Meeting; or
 - 37.2. With the written consent of the majority of Members, provided 24 hours' notice is given to Members and to the public.
38. A Special Council Meeting called by the Reeve, may be cancelled:
- 38.1. By the Reeve, if 24 hours' written notice is provided to all Members and to the public; or
 - 38.2. If less than 24 hours' notice is provided, the Reeve may cancel with the written consent of two-thirds of the Members.
39. A Special Council Meeting, requested in writing by a majority of Members, may be cancelled:
- 39.1. With the written consent of the requesting Members, if 24 hours' notice is provided to the Members and the public; or
 - 39.2. If less than 24 hours' notice is provided, with the written consent of two-thirds of the Members.
40. Council Committee Meetings may be cancelled, however, at least 24 hours' written notice of cancellation shall be provided to the Members and the public.

RECESS DURING A MEETING

41. The Chair may declare a recess by consensus for a specified period during a meeting.
42. The meeting will reconvene as soon as Quorum has been established following the recess.

BUDGET COUNCIL MEETINGS

43. Budget Council Meetings shall be held on the dates established at the annual Organizational Meeting in Council Chambers at the Municipal Administration Building and will commence at 0930 hours.
44. All rules and requirements applicable to Regular Council Meetings shall apply, with the exception of:
 - 44.1. Playing of the National Anthem.
 - 44.2. Conducting statutory public hearings.

SPECIAL COUNCIL MEETINGS

45. The Reeve may call a Special Council Meeting whenever the Reeve considers it appropriate to do so.
46. The Reeve shall call a Special Council Meeting if the Reeve receives a written request for the meeting, stating its purpose, from the majority of the Members.
47. A Special Council Meeting called under this Section of the Bylaw shall be held in accordance with the *Municipal Government Act*.

SPECIAL MEETINGS REQUIRING NOTICE

48. For all meetings requiring notice, the notice shall:
 - 48.1. Be issued a minimum of 24 hours prior to the meeting date.
 - 48.2. Be in writing and specify the time, date, location and purpose of the meeting.
 - 48.3. Be posted in the front entrance of the County Administration Building.
 - 48.4. Give any other notification as requested by Council and
 - 48.5. Be in accordance with the *Municipal Government Act* or any other prevailing legislation.

QUORUM REQUIREMENTS

49. Quorum of Council is a majority of Members.

50. If there is no quorum within 30 minutes after the time set for the Regular Council Meeting, the Recording Secretary shall record the names of the Members present and the meeting shall be adjourned to the time of the next Regular Council Meeting. The agenda for the adjourned meeting shall be dealt with at the beginning of the next Regular Council Meeting, unless a Special Meeting is called to deal with the business of the adjourned meeting.

COMMITTEE OF THE WHOLE MEETING

51. The County - establishes a Committee of the Whole in accordance with the *Municipal Government Act* with membership comprising of all Members of the County of Grande Prairie Council.
52. The Committee of the Whole is a forum for discussion rather than decision making. The Committee of the Whole may:
 - 52.1. Conduct non-statutory public hearings (for information).
 - 52.2. Receive delegations and submissions.
 - 52.3. Receive information from Administration on emerging issues and ongoing projects and initiatives.
 - 52.4. Discuss broad policy matters to formulate further direction to Administration or to formulate recommendations to Council and
 - 52.5. Meet in Closed Session pursuant to the *Municipal Government Act* and the *Access to Information Act*.
53. The Committee of the Whole has the authority to:
 - 53.1. Receive agenda reports for information.
 - 53.2. Make motions referring matters to Administration with further direction, enabling Administration to research and prepare adequately for presenting items to Council for decision at a Regular Council Meeting.
 - 53.3. Make motions to make recommendations to Council.
 - 53.4. Make motions as appropriate for discussion of Closed Session Items and
 - 53.5. Make motions for letters of support, concern, advocacy, or congratulations that are non-financial in nature.
54. Committee of the Whole Meetings shall be held on the dates established at the annual Organizational Meeting in Council Chambers at the Municipal Administration Building and will commence at 0930 hours.
55. Submissions for inclusion in the Committee of the Whole Meeting agenda may originate from the following sources:
 - 55.1. Staff.

- 55.2. As per Council's direction.
- 55.3. Required by legislative process.
- 55.4. At the request of a ratepayer, organization, or a Councillor and
- 55.5. If an issue cannot be addressed as there is no policy direction from Council.
56. After the Committee of the Whole Meeting agenda content is reviewed and approved by the County Manager, the agenda shall be released in the same manner as the Regular Council Meeting agenda, unless specifically identified otherwise in this bylaw.
57. The County Manager and other Administrative staff will be in attendance to make presentations and answer questions as required.
58. The Reeve shall be Chair of the Committee of the Whole unless that responsibility is delegated to the Deputy Reeve or another member of Council by the Reeve.
59. The Order of Business for a Committee of the Whole Meeting shall be as follows:
 - 59.1. Call to Order
 - 59.2. Approval of Agenda
 - 59.3. Delegations and Appointments
 - 59.4. Unfinished Business
 - 59.5. New Business
 - 59.6. Topics for Next Agenda Discussion
 - 59.7. Information Items
 - 59.8. Closed Session
 - 59.9. Notice of Motion
 - 59.10. Adjournment
60. The minutes shall be prepared in accordance with the *Municipal Government Act* and distributed in the Regular Council Meeting agenda for adoption at the subsequent Regular Council Meeting.

AGENDAS AND RECORDS OF MEETINGS FOR COUNCIL

AGENDA FORMAT

61. A Regular Council Meeting shall follow the agenda and the appropriate Order of Business as follows:
 - 61.1. Establish Quorum

- 61.2. Call to Order, and “O Canada”
- 61.3. Recognitions and Introductions
- 61.4. Agenda Approval
- 61.5. Minutes Approval
- 61.6. Unfinished Business
- 61.7. Closed Session
- 61.8. Public Hearings to begin at 1300 hours
- 61.9. New Business
- 61.10. Delegations and Appointments
- 61.11. Events and Sponsorships
- 61.12. Information Items
- 61.13. Council Member Reports
- 61.14. Administrative Reports
- 61.15. Decisions on Delegations
- 61.16. Notice of Motion
- 61.17. Adjournment

AGENDA SUBMISSIONS

62. Submissions for inclusion in the Regular Council Meeting agenda including Public Hearing agenda shall be completed in compliance with Policy F11 – Council Decision Making Framework and Preparing Request for Decisions (RFDs) and Information-Documents for Council Meetings Administrative Directive, and submitted no later than 1200 hours, eleven (11) days prior to the Regular Council Meeting.
63. Submissions for inclusion in the Regular Council Meeting agenda may originate from the following sources:
 - 63.1. Staff.
 - 63.2. As per Council’s direction.
 - 63.3. Required by legislative process.
 - 63.4. At the request of a ratepayer, organization, or a Councillor and
 - 63.5. If an issue cannot be addressed as there is no policy direction from Council.

64. In exceptional circumstances and with prior approval by the County Manager, items may be sent out “under separate cover”.
65. A Member may bring forward an item of urgent or emergent business that cannot wait to be included on the next Regular Council Agenda. The Member shall supply information to Council and/or Administration by handout or electronic mail prior to the Regular Council Meeting.
66. Council shall not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, courts, require a Statutory Public Hearing; or any other public consultation/communication process.
67. Agenda submissions shall be reviewed and endorsed by the County Manager.
68. Late submissions may be added to the agenda as addendums and shall be approved by the County Manager. Any addendums shall be distributed to the Members as early as possible and included on the agenda prior to it being presented to Council for approval on the day of the meeting.

AGENDA PUBLICATION AND DISTRIBUTION

69. After the Regular Council Meeting agenda content is approved by the County Manager, the agenda shall be published and released electronically on the County website or by any other delivery method deemed necessary to the Members, the public and the media not less than four (4) calendar days before the time of commencement of the Regular Council Meeting for which it was prepared.
70. Once the agenda has been published no changes may be made unless Council adds or deletes items by a motion passed at the meeting as per this Bylaw.

PREPARATION OF THE MINUTES

71. Meeting minutes shall be prepared in accordance with the *Municipal Government Act* without note or comment and distributed in an agenda for adoption at the subsequent meeting.

RETENTION AND STORAGE OF MINUTES

72. Meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

AUDIO AND VIDEO LIVE STREAMING AND RECORDING OF MEETINGS

73. Meetings may be audio and video recorded with the exception of meetings held in “Closed Session”.
74. Audio and video for the following meetings will be live streamed and a link to the live stream will be made available to the public on the County’s meeting platform:

- 74.1. Regular Council Meetings
- 74.2. Committee of the Whole Meetings
- 74.3. Budget Council Meetings
- 74.4. Organizational Council Meeting
- 74.5. Municipal Planning Commission
- 74.6. Agricultural Service Board
- 74.7. Family and Community Support Services Advisory Board
- 75. Audio and video recordings are retained in accordance with Policy B10 – Recording of Council Meetings.
- 76. Any other audio or video recordings shall not be permitted in Council Chambers unless explicitly approved by Council motion at that meeting.

PROCEDURES OF MEETINGS

ROLE OF THE CHAIR

- 77. The Chair:
 - 77.1. Shall enforce this Procedural Bylaw.
 - 77.2. Shall remain objective.
 - 77.3. Shall maintain order and preserve decorum and may, if necessary, call a Member to order.
 - 77.4. Shall decide Points of Order and Points of Procedure without debate or comment.
 - 77.5. Shall determine which Member has a right to speak.
 - 77.6. Shall receive all motions as moved.
 - 77.7. Shall ensure that all Members who wish to speak on a motion have spoken once, that the Members are ready to vote and shall subsequently call the vote.
 - 77.8. Shall authorize, at the meeting, the distribution of additional material for the Corporate Record.
 - 77.9. Shall rule when the motion is Out of Order.
 - 77.10. Shall protect Council from motions that are obviously frivolous or with intention to cause delay, by refusing to acknowledge them.
 - 77.11. Shall rule when the motion is contrary.
 - 77.12. May recess the Council Meeting to consult for guidance in rulings and

77.13. Shall recess if there is a threat or imminent threat to the health or safety of any person, or if there is the possibility of public disorder.

ROLE OF COUNCIL

78. Members shall not exercise a power or function or perform a duty that is by this or another enactment or Bylaw specifically assigned to the County Manager or a designated officer.
79. Members are to make decisions as a collective body for all matters. Individual Members do not have authority to bind Council or the County to a specific course of action unless the authority has been expressly granted through motion of Council.

DRESS CODE OF COUNCIL

80. Attire shall comply with the County's Dress Code, being Business Casual.

CONDUCT IN THE COUNCIL CHAMBERS AND IN PUBLIC SPACES

81. Individuals in the Council Chambers or in a public space, during a meeting, shall:
- 81.1. Not address Council without permission from the Chair.
 - 81.2. Maintain order, remain quiet and seated.
 - 81.3. Not applaud or otherwise interrupt a speaker or action of Council or other person addressing Council.
 - 81.4. Not engage in improper conduct as defined in this Bylaw.
 - 81.5. Remove any headwear unless worn for cultural or religious reasons and
 - 81.6. Turn cellular devices to silent.
82. The Chair may order a member of the public, who disturbs the proceedings of the meeting or acts improperly by words or actions, be expelled. The Chair may request that a person be removed from the premises if required.
83. Anyone who is not a Member or Administration authorized by the County Manager shall not be permitted to be in front of the delegates tables unless they are given explicit permission by the Chair.

CONDUCT OF COUNCIL

84. A Member wishing to speak at a meeting shall obtain the approval of the Chair before speaking.
85. Members shall be respectful and attentive, shall avoid distracting themselves and others, and shall not cause disruptions during a meeting.
86. When a Member is addressing the Chair, every other Member shall:

- 86.1. Remain quiet and seated.
 - 86.2. Not interrupt the speaker, except on a Point of Order or Point of Privilege.
 - 86.3. Not carry on a private conversation.
 - 86.4. Not cross between the speaker and the Chair.
 - 86.5. Not disturb the proceedings or
 - 86.6. Not disobey the decision of the Chair or of the Council on any question of order, practice or interpretation unless a Motion to Appeal a decision of the Chair is put on the floor.
87. A Member addressing the Chair shall:
- 87.1. Not speak disrespectfully of His Majesty the King, his official representatives or the government.
 - 87.2. Not speak disrespectfully of the County, its official representatives or Administration.
 - 87.3. Not reflect on a vote except when moving to reconsider it, and shall not reflect on the motives of the Members who voted on the motion or the mover of the motion.
 - 87.4. Not shout, use an immoderate tone of voice, profane, vulgar or offensive language or gestures, break the rules of Council, or disturb the proceedings and
 - 87.5. Assume personal responsibility for a statement quoted and, upon request of the Members, shall give the source of the information.
88. When a Member is before the media and public the Member shall conduct and represent the County and Council as a whole in a respectful positive manner.

CALLING A MEMBER TO ORDER

89. The Chair may call to order any Member who is Out of Order.
90. When the Chair calls a Member to order, the Member speaking shall cease speaking or otherwise engaging in the activity specified by the Chair and remain seated.
91. When a Member has been warned about breaches of order but continues to engage in them, the Chair may name the Member by stating his name and declaring the offence for the record. This is at the discretion of the Chair.
92. In the event that the Member refuses to cease speaking or otherwise engaging in the activity specified by the Chair and/or remain seated when Called to Order, the Chair shall request the Deputy Reeve to move a motion to remove the unruly Member either:
 - 92.1. For the balance of the meeting.

- 92.2. Until a time stated in the motion or
- 92.3. Until the Member makes an apology acceptable to the Members, Administration and public present for the unruly behavior.
- 93. If the motion passes by majority vote, the Chair shall direct the Member to leave.
- 94. If the Member is expelled pursuant to Section 92, that Member shall leave the meeting immediately.
- 95. The Chair may request the Member be removed from the premises if required.
- 96. When the Chair has directed a Member to leave and the Member makes a satisfactory apology, the Council may, by motion, allow the offending Member to return to the meeting.

POINTS OF INFORMATION, PRIVILEGE OR ORDER

- 97. When a Point of Order, Point of Information or Point of Privilege arises, it shall be considered immediately and the Chair shall answer or direct the point to the appropriate Member of Administration.
- 98. The decision of the Chair shall be final unless an Appeal is made pursuant to the APPEALLING A DECISION OF THE CHAIR Section of this Bylaw.

POINT OF PRIVILEGE

- 99. A Member may raise a Point of Privilege at any time during the meeting.
- 100. The Chair shall immediately decide whether to accept the Point of Privilege.
- 101. A Point of Privilege requests the Chair to rule on any matter related to the rights and privileges of Council or individual Members and include:
 - 101.1. Organization or existence of Council.
 - 101.2. Comfort of Members.
 - 101.3. Conduct of Members, Administration or the public in attendance at the meeting.
 - 101.4. Accuracy of the reports of Council's proceedings and
 - 101.5. Reputation of Council, Members and the municipality in which they serve.
- 102. If the Point of Privilege is accepted, it shall be dealt with immediately.

POINT OF ORDER

- 103. When the Chair is called upon to decide a Point of Order or to answer a Point of Procedure:
 - 103.1. The Point shall be stated without unnecessary comment.

- 103.2. The Chair shall state the rule or authority applicable and
- 103.3. As soon as the Chair decides on the Point of Order raised, the Member raising the Point may be granted permission by the Chair to explain.
104. A Point of Order which requires immediate attention may interrupt a speaker and is not debatable or amendable.
105. The Chair shall immediately rule on the Point of Order.

APPEALING A DECISION OF THE CHAIR

106. When a Member wishes to appeal the ruling of the Chair, they shall stand and say “I appeal from the decision of the chair”. An appeal requires a second. The appeal may be debated by the members with each member only speaking once, the Chair may speak twice, the first time in preference over other members and the second time to close the debate.
107. A motion “Shall the decision of the Chair be sustained” shall be made, and the question shall be put to a vote immediately without amendment or debate. The vote against the motion is a vote to uphold the ruling of the Chair.
108. The Chair shall be governed by the vote of the majority of the Members present.
109. A Motion to appeal the ruling of the Chair may be made only at the time of the ruling, unless the alleged breach is of an ongoing nature.
110. If the Chair refuses to put the question on the appeal, the person who would preside in the absence of the Chair shall put the question to Council.

PECUNIARY INTEREST OR PERCEIVED CONFLICT OF INTEREST

111. A Member who has a Pecuniary Interest in a matter before Council shall:
- 111.1. Disclose the general nature of the Pecuniary Interest and
 - 111.2. Leave the meeting before debate and return after the vote is declared.
112. A Member declaring a Pecuniary Interest is not considered part of the quorum for the item.
113. Pecuniary Interests are to be noted in the meeting minutes stating the agenda item to which they pertain and the general nature of the interest disclosed.
114. A Member may recuse themselves for real or perceived conflicts of interest and the same rules as Pecuniary Interest shall apply.

REGULAR COUNCIL MEETING PROCEDURES

ORDER OF BUSINESS

115. The order of business at a meeting is the order of items on the agenda except:

115.1. When a previous meeting has been adjourned for lack of quorum and no Special Meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting shall be dealt with before any items on the current agenda.

115.2. When Council decides, by motion, to remove an item on the agenda and

115.3. May be changed by a majority vote of Council.

MEETING ATTENDANCE

116. All Members shall be documented in the minutes of their attendance or their absence.

117. A Member who may be absent from a Regular Council Meeting should provide notice to the Reeve and the County Manager prior to commencement of the meeting. The notice shall include the reason for the absence.

118. Absence from all Regular Council Meetings held during any period of eight (8) consecutive weeks, may be authorized by a motion of Council passed at any time before the end of the last Regular Council Meeting in the eight (8) week period, or if there is no other Regular Council Meeting during the eight (8) week period, before the end of the next Regular Council Meeting.

ELECTRONIC PARTICIPATION

119. Any member, except for the Chair of the meeting, may participate electronically in a meeting so long as the member participates in a location that is free of distractions, secure, and appropriate for participation in the meeting and:

119.1. the Member is in a location outside the County for any reason; or

119.2. the Member is within the County but is unable to attend the meeting for personal or family reason but desires to participate in the meeting electronically.

119.3. the Member participating electronically must activate and maintain a video feed for the duration of their participation and ensure that their video feed clearly displays their face and surroundings, ensuring transparency and public confidence. The Chair may grant exceptions when circumstances, such as temporary technical issues, limited connectivity, accessibility needs, or personal or environmental factors, reasonably prevent video use. A Member requesting an exception must notify the Chair as soon as possible, and the Chair shall determine whether the Member may continue with audio-only participation and for what duration.

120. Members who are unable to attend Regular Council Meetings or Council Committee Meetings in person, may participate in a meeting through teleconference or electronic communication by means of Microsoft Teams or other electronic platforms approved by Council if:
 - 120.1. The requirements of Section 199 of the *Municipal Government Act* can be met.
 - 120.2. The Reeve or Deputy Reeve and the County Manager have been notified, one (1) business day in advance of the scheduled meeting, of the Member's intent to participate electronically.
 - 120.2.1. A Member shall make every reasonable effort to advise the Reeve or Deputy Reeve and the County Manager or Designate, at least one (1) business day in advance of the scheduled meeting, of their intention to participate electronically in order to make arrangements for the use of electronic communications.
 - 120.3. There is quorum physically present at the meeting to ensure the meeting can continue if connection fails, with the exception of Special Council meetings.
 - 120.3.1. In the event that notifications are received from more than four (4) Members of their intent to participate electronically, the determination for electronic participation shall be made on a first-come, first-served basis, to ensure that physical quorum is met.
 - 120.3.2. The County Manager or Designate shall notify all of Council which Members will be participating electronically.
 - 120.3.3. Under Extenuating Circumstances, the Reeve or Chair in their sole discretion, may authorize a Regular Council Meeting or Council Committee Meeting to proceed solely through electronic means without half the Members being in physical attendance at the meeting. A minimum of 24 Hours' notice should be given to provide adequate public notice that the meeting will be proceeding electronically.
 - 120.4. The meeting location is able to support the use of electronic communications and that all Members participating in the meeting are able to communicate effectively and free from outside distractions.
 - 120.5. A Member unable to attend a meeting may submit a written statement on a matter to the Reeve or Deputy Reeve and the County Manager in advance.
121. The Chair must be physically present at the meeting and cannot Chair the meeting through electronic communication.

122. The Chair must announce at the meeting the names of those Members present both in person and those participating through electronic means.
123. A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active and will be recorded in the minutes as being present via electronic communication.
124. If a technical problem prevents or interrupts electronic participation, the minutes shall reflect the time the Member ceased to participate in the meeting due to technical problems. If the technical problem can be resolved and the Member can rejoin before a vote is taken, the minutes shall reflect the Member rejoined the meeting.
125. All Members whether attending in-person or via electronic participation, shall use the County's meeting software to record their votes.
 - 125.1. After a vote is called by the Chair, if the Member is participating through electronic means and is not able to submit their vote through the County's meeting software, the Chair will call for the Member's vote orally and the recording secretary will record the results of the vote manually.
126. It is the Member's responsibility to ensure that there is adequate means (e.g. internet connectivity, telephone reception and computer hardware) to connect to the meeting and to reconnect to the meeting if connection is lost.
127. Members participating through electronic means may join the Closed Session portion of the meeting if they make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting. The following guidelines must also be adhered to for participation in the Closed Session:
 - 127.1. the Member is in a secure and private location, behind closed doors;
 - 127.2. prior to the Closed Session, the Chair may ask a member participating electronically to confirm the location is secure and private by the use of their device camera;
 - 127.3. personal devices used to access the Closed Session portion of the meetings shall be registered with Information Systems department. Devices may include cellphones, laptops, monitors, and desktops;
 - 127.4. all devices must possess all necessary security protections including anti-virus software, password protection and a secure Wi-Fi network;
 - 127.5. sharing, copying, printing, photographing, saving or otherwise recording of the confidential information provided is strictly prohibited; and

- 127.6. any and all information provided via electronic means shall be deleted from the device upon the meeting coming out of the Closed Session.
128. The Chair has the sole authority to end the use of electronic communication at any time if, in their opinion, the use of electronic communication is disruptive to the meeting, is not secure, or is not appropriate.
129. Council may consider requests for exceptions to the provisions for electronic participation in this bylaw when exceptional circumstances or matters of an urgent or emergent nature exist.
130. Public Hearings may be conducted electronically pursuant to the ELECTRONIC PARTICIPATION IN PUBLIC HEARINGS Section of this Bylaw.

CALL TO ORDER AND QUORUM

131. The meeting shall be Called to Order when sufficient Members are present to form a quorum at the time set for the start of the meeting.
132. If there are sufficient Members present to form a quorum at the time set for the start of the meeting and the Reeve or Deputy Reeve are absent, the County Manager or designate shall take the Chair and shall call for an Acting Chair to be appointed by motion.

PLAYING OF "O CANADA"

133. "O Canada" – Council shall commence its Regular Council Meeting by opening with "O Canada".

RECOGNITIONS AND INTRODUCTIONS

134. Recognitions and Introductions is intended to introduce new staff to Council and recognize staff's achievements.

AGENDA APPROVAL

135. Council shall vote to approve the agenda prior to transacting other business and may:
- 135.1. Add new items as set out in this Bylaw to the agenda and
- 135.2. Delete or defer any matter from the agenda by majority vote.
136. The agenda cannot be reconsidered after it has been approved, except by a motion passed unanimously by the Members present at the meeting.

MINUTES APPROVAL

137. Council shall approve the minutes as presented or as amended if there are any noted errors or omissions.

PUBLIC HEARINGS

138. Public Hearings will be held in conjunction with the Regular Council Meeting unless otherwise approved by Council motion.
139. In accordance with the *Municipal Government Act*, a Public Hearing:
 - 139.1. Shall hear any person, group 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 the Council and
 - 139.2. May hear any other person who wishes to make representations and whom the Council agrees to hear.
140. The Order of Business for each item of a Public Hearing shall be:
 - 140.1. Open the Public Hearing by motion, with that time to be noted in the Minutes, before the subject matter is discussed.
 - 140.2. Public Hearing presentations by:
 - 140.2.1. The Development Authority shall provide a brief background on the proposed bylaw or resolution, ensure public notification has been given, and present any written submissions received.
 - 140.2.2. Developer's presentation.
 - 140.2.3. Those speaking in favour and
 - 140.2.4. Those speaking against.
 - 140.3. Public Hearing presentations are subject to:
 - 140.3.1. A 15 minute time limit;
 - 140.3.2. Must be in a respectful manner in accordance with this Bylaw.
 - 140.3.3. An individual may only speak to an item once and
 - 140.3.4. An individual must state their name to be included in the minutes.
 - 140.4. Following each presentation Council may ask questions for clarification and
 - 140.5. Close the Public Hearing by motion, with that time to be noted in the Minutes; or recess the Public Hearing by motion if appropriate, to a specified date, noting the date for continuation of the Public Hearing in the Minutes.
141. Members shall not debate an issue with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions shall be directed through the Chair.

142. Council may accept a written submission in lieu of a verbal presentation as long as the document is signed, dated and shows the legal land address of the person making the submission.
143. Individuals addressing Council may, with consent of the Chair, provide presentation material to Council to be included in the Corporate Records for the Public Hearing.
144. Any late submissions to the County shall be accepted and marked as such.
145. A Member who is absent from all of a Public Hearing must abstain from voting on the bylaw or resolution.
146. Once the Public Hearing is closed, Council may:
 - 146.1. Pass the proposed bylaw or resolution.
 - 146.2. Defeat the proposed bylaw or resolution or
 - 146.3. Make any amendment to the proposed bylaw or resolutions and proceed to pass it without further advertisement or hearing.
147. If there is more than one Public Hearing on the agenda, the Chair must close one Public Hearing before another Public Hearing is opened.
148. Where permitted by the *Municipal Government Act*, Council may hold a second 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 and in accordance with the *Municipal Government Act*.

ELECTRONIC PARTICIPATION IN PUBLIC HEARINGS

149. Pursuant to the *Municipal Government Act*, Public Hearings may be conducted electronically in accordance with this Bylaw.
150. Public Hearings may be conducted by teleconference or electronic communication by means of Microsoft Teams or other electronic platform approved by Council.
151. Where an attendee of a Public Hearing wishes to speak at a Public Hearing and attend electronically, they must register to do so through the County's website at least five (5) calendar days prior to the commencement of the Public Hearing.
152. A link, telephone number or other information required to access the Public Hearing electronically will be provided to registered attendees before the commencement of the Public Hearing.

153. Where the *Municipal Government Act* requires information in respect of the Public Hearing to be made publicly available, such information will be made available via the County's website and the County's Meeting Management platform prior to the commencement and during the course of the Public Hearing.
154. Public Hearings are advertised in accordance with the provisions of the *Municipal Government Act* and the County's Advertising Bylaw, if applicable.
155. Council Members may also attend a Public Hearing via electronic means, in accordance with the procedure set out in Sections 119 to 129 of this Bylaw.
156. The Chair must announce at the commencement of each Public Hearing the names of those Members present both in person and those participating through electronic means.
157. Electronic participation at a Public Hearing may be restricted or suspended in accordance with the *Municipal Government Act*.

DELEGATIONS AND APPOINTMENTS

158. A person or group who wishes to address Council shall complete the Council Meeting [Delegation Request Form](#). This information shall become public information unless deemed by the County Manager to be confidential and in Closed Session.
159. The County Manager or Designate may:
 - 159.1. Recommend forwarding to Council to address the matter:
 - 159.2. Refer the matter to Administration to address or
 - 159.3. May refuse to schedule a delegation if:
 - 159.3.1. A Public Hearing, or opportunity for public input, has been held in accordance with an enactment as a prerequisite for the adoption of a bylaw, or approval of a permit.
 - 159.3.2. The matter deals with the County's labour relations or other employee relations.
 - 159.3.3. The item relates to litigation or potential litigation affecting the County.
 - 159.3.4. The matter is outside the legal authority or jurisdiction of the County.
 - 159.3.5. The information is considered in a Council meeting that was closed to the public, unless that information has been lawfully released to the public by the County.
 - 159.3.6. The matter is related to a request for access to information under the *Access to Information*.

- 159.3.7. The matter relates to compliance with County bylaws or policies.
- 159.3.8. The matter is an election campaign or election-related issue.
- 159.3.9. Delegations shall not be heard if the matter falls under a legislated appeal process (e.g. Subdivision and Development Appeal Board, Assessment Review Board or Agricultural Appeal Board).
- 159.3.10. A request for operational or capital funding shall be made through the Recreation and Culture Grant process or
- 159.3.11. Publicly tendered contracts or proposals calls for the provision of goods or services for the County between the time that such contract or proposal call has been authorized and the time such contract or proposal has been awarded.

- 160. Members of the public who wish to speak at a Council, Council Committee Meeting, or Public Hearing may attend either in-person or by electronic means.
- 161. Delegations consisting of more than one individual shall appoint a spokesperson who shall be responsible for presenting to Council.
- 162. Presentations shall be directed to the Chair who shall be addressed as Mister/Madam Chair.
- 163. A person or group addressing Council on a matter shall only be allowed 15 minutes to present, exclusive of the time required to answer questions. A person or group addressing Council shall limit their comments to the matter contained in the report or presentation and the recommendations being discussed.
- 164. A person or group addressing Council that are requesting funding or action by Council on a matter shall only present on that matter once in a 365 day time period or after a Municipal Election, unless approved by Council by way of Notice of Motion to be heard on a subsequent Regular Council Meeting.

UNFINISHED BUSINESS

- 165. Unfinished business are matters of business carried forward from previous meetings.

NEW BUSINESS

- 166. New business are matters of business that Council has not previously heard in a meeting in the last 365 days and is not unfinished business as described in Section 165 of this Bylaw.

INFORMATION ITEMS

167. Information Items that are added to an agenda are items that are for information purposes only and do not require decision.

NOTICE OF MOTION

168. A Notice of Motion may be given at any Regular Council Meeting but may not be dealt with at that meeting.

169. A Notice of Motion shall be given verbally and / or in writing to all members of Council present. A copy of such notice of motion shall be given to the County Manager and Legislative Services upon adjournment of the meeting at which the notice is given.

170. Every Notice of Motion shall precisely specify the entire content of the motion to be considered and shall be on the agenda for the next Regular Council Meeting unless otherwise specified.

COUNCIL MEMBER REPORTS

171. Each Member shall submit a written report at least one (1) week in advance of the Regular Council Meeting to Members of Council, the County Manager, and Legislative Services in order to be included in the agenda package.

172. Reports shall provide an update on Council Committees, conference highlights or community events in which municipal participation has been approved by Council.

173. Members may be given the opportunity to provide additional details in a verbal update up to a maximum of three (3) minutes.

174. Member Reports are for information only and no business or motions shall arise from this information except for the following:

174.1. A motion for letters of support or congratulations.

174.2. A motion for letters of concern or advocacy or

174.3. A motion to approve items equal to or less than four hundred dollars (\$400) in value.

175. Any action (with the exception of Section 174) required as a result of a Member Report shall be brought forward as a Notice of Motion.

ADMINISTRATIVE REPORTS

176. Administrative Reports are updates from Administration on County business provided at the last Regular Council Meeting of the month.

177. Administrative Reports are for information only and no business or motions of action shall arise from this information.
178. Any action required as a result of an Administrative Report shall be brought forward as a Notice of Motion.

CLOSED SESSION

179. Council or Council Committees have the authority to move into a Closed Session pursuant to Section 197(2) of the *Municipal Government Act* for the purposes of:
 - 179.1. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and
 - 179.2. To comply with Part 1 Division 2 of the Access to Information Act.and must be noted in the minutes.
180. Discussion shall be limited to items identified for Closed Session on the approved agenda.
181. Council or Council Committees have the authority to allow one or more other persons to attend, as it considers appropriate.
182. A motion is required to move into Closed Session and to come out of Closed Session.
183. Coming out of Closed Session Council may make motions on items requiring action.
184. All documentation provided to Councillors for Closed Session items shall be kept confidential.
185. In accordance with the *Municipal Government Act* and the *Access to Information Act*, all present are required by law to keep in confidence matters discussed in Closed Session.

ADJOURNMENT

186. The Chair shall declare the meeting adjourned after all items have been heard and there is no further discussion required from Council.
187. A Regular Council Meeting shall adjourn no later than 1700 hours unless consent has been provided by the majority of Council present at the meeting and will be noted in the minutes.
188. The meeting is considered adjourned when the number of Members is less than what is required for the number for quorum within 15 minutes following the end of a recess.

BYLAWS

189. All proposed bylaws must have:
 - 189.1. A bylaw number assigned by Legislative Services and

- 189.2. A concise title indicating the purpose of the bylaw.
190. Before first reading, Council may debate the substance of the proposed bylaw.
191. A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from Administration and/or applicant.
192. Bylaws must be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and the County Manager (or Designate in the absence of the County Manager)
193. After first reading and before second reading is given, Council may propose and consider amendments to the bylaw.
194. When all amendments have been carried or defeated, a vote on second reading of the bylaw as amended must be read.
195. Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
196. The County Manager or Designate is authorized to correct clerical, grammatical or typographical errors without materially affecting the bylaw.
197. If a vote for consideration of third reading is not adopted unanimously, Legislative Services must place the proposed bylaw on the agenda of the next Council meeting for third reading.
198. If a bylaw is subject to a statutory public hearing, a public hearing date shall be established before second reading. The County Manager or Designate is authorized to consolidate one or more bylaws as deemed convenient.

GENERAL PROVISIONS ON MOTIONS

199. Motions shall be placed before Council by the mover and do not require a seconder.
200. A motion shall be phrased in a positive manner.
201. The Chair will read the motion aloud for clarification before the motion is voted on.
202. When a motion has been made and is being considered, no Member may make another motion except to:
- 202.1. Amend the motion:
- 202.1.1. A motion may be made to amend a motion by removing and/or adding wording.
- 202.1.2. A motion may be made to amend an amendment (only once) by removing and/or adding wording.

- 202.1.3. The amendment to the amendment shall be called followed by the amendment to the motion on the floor.
- 202.1.4. No amendments shall be made to the following motions:
 - a. Motion to table (except as to time).
 - b. Motion to adjourn.
 - c. First and third reading of a Bylaw or consideration for third reading and
 - d. Motion to suspend a Section of this Bylaw.
- 202.1.5. Council may not move an amendment which:
 - a. Does not relate to the subject matter of the main motion.
 - b. Is contrary to the main motion or
 - c. Is negative to the main motion.
- 202.1.6. A Friendly Amendment means a change that does not affect the substance of a motion and clarifies the motions intent and shall be permitted if it appears the amendment is uncontroversial, the Chair will ask all members if there is “any objection” to the amendment. If no objection is made, the chair may declare the amendment. If a member objects, the amendment is subject to debate and must go to a vote.
- 202.2. Postpone the main motion and any pending amendments to the next Regular Council, Boards or Committees Meeting.
 - 202.2.1. In order to allow more time for discussion or
 - 202.2.2. In order to obtain information.
 - 202.2.3. A motion to table is not debatable or amendable.
 - 202.2.4. A majority vote of the Councillors or members present is required to table a motion and
 - 202.2.5. A decision to table a motion cannot be reconsidered.
- 202.3. Withdraw the motion:
 - 202.3.1. The mover may request to withdraw his motion if the motion has not yet been restated by the Chair. The Chair shall ask if there is any objection to the withdrawal of the motion. If there is none, the motion is deemed withdrawn. If a Member voices an objection, the Chair shall put the matter to a vote. Majority vote shall permit withdrawal of the motion.
- 202.4. To call the question:

- 202.4.1. Once the Chair considers the discussion to be adequate the Chair shall call the question.

MOTIONS OUT OF ORDER

203. It is the duty of the Chair to determine what motions or amendments to motions are in order, subject to Challenge by a Member, and to decline to put to a vote a motion deemed to be Out of Order.
204. The Chair shall advise the Members that a motion is Out of Order and shall cite the application rule or authority without further comment.
205. The Chair may refuse to accept a motion to refer, which has the effect of defeating the motion being referred, e.g. time constraints.
206. The following motions are Out of Order:
 - 206.1. A motion, similar to a motion voted on in the previous one (1) year.
 - 206.2. A motion contrary to law, bylaw, policy or a previous motion.
 - 206.3. A motion similar to an item which has been defeated, tabled, or referred or
 - 206.4. A motion which is out of the scope of Council business.

MOTION TO RESCIND

207. A Motion to Rescind a previous motion may be accepted by the Chair and, if passed by a majority vote of the Members present, the previous motion referred to would be declared null and void.
208. No Motion to Rescind may be made when a vote has caused an irrevocable action.

MOTION TO RECONSIDER

209. A Motion to Reconsider a motion that has already been voted on:
 - 209.1. Shall be made by a Member who voted on the prevailing side of the motion in question.
 - 209.2. Shall be made the same day the vote was taken on the motion in question, or added as a Notice of Motion at the next meeting.
 - 209.3. Is debatable.
 - 209.4. May be postponed to a definite time and
 - 209.5. Shall be decided by a two-thirds vote.

SPLITTING MOTIONS

210. When a motion under consideration contains a number of distinct propositions, each proposition shall, if a Member moves and is supported by a majority vote, be voted upon separately.

MOTIONS PREVIOUSLY CONSIDERED

211. Once Council has dealt with any matter, a motion that would have a similar result may not be made.

DEBATE ON MOTIONS

212. The Chair shall determine the speaking order when two or more Members want to speak.
213. Members shall address the Chair when speaking.
214. Each Member shall be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to end debate.
215. Members, who have the floor to speak by the Chair, may not be interrupted by other Members except for:
 - 215.1. Point of Privilege.
 - 215.2. Point of Information.
 - 215.3. Point of Order.
 - 215.4. Point of Procedure or
 - 215.5. Member has a Challenge to the Chair.
216. No Member may speak twice on a motion except when:
 - 216.1. A Member feels they have been misquoted or misunderstood, after receiving permission from the Chair to speak, may explain without debate or introduction of new matter.
 - 216.2. A Member made the main motion, may move to close debate, after all of Council has had the opportunity to speak once.
 - 216.3. To request a recorded vote or
 - 216.4. Introduces new information that relates directly to the subject matter.
217. When the vote has been called on a motion, there shall be no further debate on the motion.

MOTION TO END DEBATE

218. When a Motion to End Debate and take the vote is presented, it shall be put to a vote without debate and, if carried by a two-thirds vote of Members present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.

VOTING ON MOTIONS

219. Voting shall be done by electronic or computerized voting technology. In the absence or failure of an electronic or computerized voting technology, a vote may be done by raising of hands.

220. Every member of Council attending a Council meeting must vote on a matter put to vote at the meeting unless the Member is required or permitted to abstain from voting.

221. The Chair and Recording Secretary shall ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.

222. A motion shall be considered lost when it:

222.1. Does not receive the required number of votes; or

222.2. Receives a tie vote.

223. A Member may request a recorded vote before calling the question.

224. During a recorded vote the Chair shall ask each Member individually to vote "in favour" or "opposed" on the motion on the floor and shall be recorded by the Recording Secretary.

225. No Member shall leave the meeting after the question is put to a vote until the vote is taken.

226. The Chair of the meeting shall declare the result of the vote.

227. When a question is carried, all Members shall support the decision as a decision of Council regardless of whether the Member agrees with the decision as an individual Member.

SEVERABILITY

228. Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

EFFECTIVE DATE

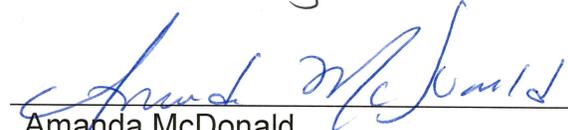
229. Bylaw #3261 and amendments thereto are hereby rescinded.

230. This Bylaw shall come into force and effect on the third and final reading thereof.

Read a FIRST time this 26th day of January 2026.

Read a SECOND time this 26th day of January 2026.

Read a THIRD time and finally passed this 26th day of January 2026.



Amanda McDonald
Reeve



Joulia Whittleton
County Manager