



CITY OF FORT SASKATCHEWAN

A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, TO REGULATE THE CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

BYLAW C8-25

WHEREAS, it is necessary to establish rules to regulate the conduct of business for Council and Council committee meetings;

AND WHEREAS, in accordance with the *Municipal Government Act*, Council may pass bylaws in relation to the procedure and conduct of Council, Council Committees, and other bodies established by Council;

NOW THEREFORE, the Council of the City of Fort Saskatchewan, in the Province of Alberta, duly assembled, enacts the following:

1. SHORT TITLE

- 1.1 This Bylaw may be cited as the “Meeting Procedures Bylaw”.

2. DEFINITIONS

- 2.1 “Acting Mayor” means the member of Council who has been assigned to act in the absence or incapacity of Mayor or Deputy Mayor.
- 2.2 “Administration” means the City Manager or their delegate(s) and designate(s) for the City of Fort Saskatchewan.
- 2.3 “Agenda” means the list and order of items of business for any meeting.
- 2.4 “Business Decisions” means those items of business which require a Council motion to be made for approval or progression of the item.
- 2.5 “Chair” means the person who presides over a meeting, and at a Council Meeting shall be the Mayor or designate; and at a Committee of the Whole meeting shall be the Deputy Mayor or designate; and at meetings of other Council committees, the Chair shall be the person appointed by the committee to preside.
- 2.6 “City” means the municipal corporation of the City of Fort Saskatchewan.
- 2.7 “City Manager” means the person appointed as the Chief Administrative Officer of the City, pursuant to the MGA and the City Manager’s Bylaw, as amended or replaced from time to time, or their designate.

- 2.8 “Clerk” means the person appointed as the Director, Legislative Services, who serves as the parliamentary advisor to Council, or their delegate.
- 2.9 “Closed Session” means any part of a meeting held in the absence of the public, in accordance with the MGA and Privacy Legislation.
- 2.10 “Committee of the Whole” means a meeting of the Council Committee by the same name established pursuant to section 8 of this bylaw.
- 2.11 “Consent Agenda” means a single item comprised of one or more items on a Council Meeting Agenda which, once approved by a majority vote, approves all Consent Agenda items without questions, discussion or debate related to those items.
- 2.12 “Council” means the municipal Council of the City of Fort Saskatchewan.
- 2.13 “Council Committee” means any committee, board or other body established by Council by bylaw in accordance with the MGA but does not include a board established by the Assessment Review Boards Bylaw or the SDAB established by the Subdivision and Development Appeal Board Bylaw.
- 2.14 “Council Meeting” means those meetings of Council permitted by the MGA, and include regular, organizational, and special meetings.
- 2.15 “Deputy Mayor” means the Member who is appointed by Council, pursuant to the MGA to act as Mayor in the absence or incapacity of the Mayor.
- 2.16 “Director, Legislative Services” means the person appointed to the position by the City Manager, or their designate.
- 2.17 “Electronic Means” means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting, as set out by the MGA.
- 2.18 “Mayor” means the person who has been duly elected as the Chief Elected Official for the City, and who is also a Member of Council.
- 2.19 “Member” means an individual member of Council, Committee of the Whole, or other Council Committee.
- 2.20 “Member Inquiry” means a request from a Member of Council to the City Manager for the future provision of information.
- 2.21 “MGA” means the *Alberta Municipal Government Act*, R.S.A. 2000, c. M-26 and any associated regulations, as amended or replaced from time to time.
- 2.22 “Non-Statutory Public Hearing” means any Public Hearing that is not required by the MGA.

- 2.23 “Point of Information” means a request for information on a specific question, either about the process or content of a motion.
- 2.24 “Point of Interest” means a request by a Member to share a comment, information, or commendation about an individual, group, organization or event.
- 2.25 “Point of Order” means a statement made by a Member to the Chair on a perceived departure from this Bylaw or other parliamentary procedure, and which takes precedence over any other motion.
- 2.26 “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 one or more Members, despite other pending business currently before the assembly.
- 2.27 “Privacy Legislation” means any legislation and any associated regulations, as amended or replaced from time to time, which regulates right to access personal information held by public bodies, regulates how such information is collected, used, and disclosed, and establishes mechanisms for independent review and complaint resolution.
- 2.28 “Public Hearing” means either a Statutory Public Hearing or Non-Statutory Public Hearing, as the context requires.
- 2.29 “Procedural Decisions” means those motions related to parliamentary procedure, such as a motion to refer, postpone, table, move to Closed Session, etc.
- 2.30 “Statutory Public Hearing” means the portion of a Council Meeting held to receive public input on a proposed bylaw or resolution, during which members of the public are given an opportunity to make representations in accordance with the MGA.

3. APPLICATION

- 3.1 This Bylaw shall govern the proceedings of all:
 - 3.1.1 Council;
 - 3.1.2 Committee of the Whole; and
 - 3.1.3 Council Committee meetings.
- 3.2 When any matter relating to the procedures for a meeting of Council, Committee of the Whole, or other Council Committee is not answered by this Bylaw, the most recent revision of Robert’s Rules of Order shall apply.
- 3.3 In the event of a conflict between the provisions of this Bylaw and Robert’s Rules of Order, the provisions of this Bylaw shall apply.

4. QUORUM

- 4.1 Once there is a quorum of Members after the scheduled start time of the meeting, the Chair shall call the meeting to order.
- 4.2 If quorum is not present within 30 minutes after the meeting's scheduled start time, the Clerk shall record the names of the Members present and the meeting shall adjourn to the next regular meeting or scheduled special meeting. Agenda items not addressed shall be included on the Agenda for the next meeting.
- 4.3 If quorum is lost once a meeting has been called to order, the meeting shall be recessed until quorum is obtained. If quorum is not obtained within 30 minutes, the meeting shall be adjourned.
- 4.4 Meeting minutes shall reflect that the meeting was called to order and adjourned due to lack of quorum.

5. REGULAR COUNCIL MEETINGS

- 5.1 Regular Council Meetings may be scheduled by resolution at the annual organizational meeting, or at a Council Meeting following the organizational meeting, as required.

6. ORGANIZATIONAL MEETINGS

- 6.1 The Agenda for the organizational meeting shall include:
 - 6.1.1 selection of the Deputy Mayor appointments, which shall be on a rotational basis, unless otherwise directed by Council;
 - 6.1.2 the establishment of Council and Committee of the Whole meeting dates;
 - 6.1.3 appointments to Council Committees and other bodies; and
 - 6.1.4 other business as required by Council or pursuant to the MGA.

7. COMMITTEE OF THE WHOLE

- 7.1 Committee of the Whole is hereby established as a Council Committee comprised of all members of Council for the purpose of advising Council.
- 7.2 The purpose of Committee of the Whole meetings is to:
 - 7.2.1 provide a means for information sharing from Administration or the public to Members in attendance;
 - 7.2.2 allow for more open, free-flowing questions and discussions between Administration and Members; and

7.2.3 allow for the Committee of the Whole to make Procedural Decisions to carry out their advisory role.

7.3 Notice of Committee of the Whole meetings is not required for those meetings which have been approved by Council resolution.

8. CLOSED SESSION

8.1 Meeting in Closed Session may occur at any point during any Council, Committee of the Whole, special Council, or Council Committee Meeting in accordance with the provisions of the MGA and the Privacy Legislation.

9. MEETINGS BY ELECTRONIC MEANS

9.1 Council and Committee of the Whole meetings shall be conducted in a manner to permit participation by Electronic Means, including Public Hearings, in accordance with the provisions of the MGA.

9.2 The Electronic Means for conducting or participating in Council and Committee of the Whole meetings shall be a video conferencing or conference call platform, or both, as determined by the Clerk.

9.3 The Chair shall confirm the identity of any Member attending a meeting by Electronic Means through a roll call. Members participating via video conference shall make every effort to ensure their web camera is turned on and their screen name matches their actual name.

9.4 Requests to attend a meeting via Electronic Means must be submitted by email to the Clerk at legislativeservices@fortsask.ca no later than 12:00 noon on the business day preceding the meeting.

9.5 Members participating in meetings through Electronic Means shall be considered to be present for the duration that their connection remains active, provided communication method is compatible with the format in which the meeting is conducted.

9.6 Members who attend meetings remotely by Electronic Means:

9.6.1 may participate in the Open Session and Closed Session;

9.6.2 are present for the purpose of establishing Quorum;

9.6.3 retain all rights and privileges contained in this Bylaw; and

9.6.4 must ensure that the Electronic Means permits all Members to hear and communicate with each other.

10. AGENDAS

- 10.1 Agendas for Council and Committee of the Whole meetings are developed by the City Manager in consultation with the Mayor, Deputy Mayor, Clerk, and additional staff as deemed appropriate by the City Manager.
- 10.2 Agendas for Council and Committee of the Whole meetings shall be made available to Members by the Clerk on Wednesdays, six (6) calendar days before each Council or Committee of the Whole meeting, and shall then be released to the public following distribution to Members and can be accessed on the City's public website.
- 10.3 The order of business on a regular Council Meeting Agenda may include, but not be limited to the following:
 - 10.3.1 Call to Order and Land Acknowledgement
 - 10.3.2 Adoption of Agenda
 - 10.3.3 Delegations
 - 10.3.4 Consent Agenda
 - 10.3.5 Approval of Minutes
 - 10.3.6 Presentations
 - 10.3.7 Business Arising from Presentations
 - 10.3.8 Public Hearings
 - 10.3.9 Business Arising from Public Hearings
 - 10.3.10 Unfinished Business
 - 10.3.11 New Business
 - 10.3.12 Bylaws
 - 10.3.13 Notice of Motion
 - 10.3.14 Points of Interest
 - 10.3.15 Councillor Inquiries
 - 10.3.16 Closed Session
 - 10.3.17 Business Arising out of Closed Session
 - 10.3.18 Adjournment
- 10.4 The order of business on a Committee of the Whole meeting Agenda may include, but not be limited to the following:
 - 10.4.1 Call to Order and Land Acknowledgement
 - 10.4.2 Adoption of Agenda
 - 10.4.3 Delegations
 - 10.4.4 Approval of Minutes
 - 10.4.5 Presentations
 - 10.4.6 New Business
 - 10.4.7 Member Inquiries
 - 10.4.8 Closed Session
 - 10.4.9 Business Arising out of Closed Session
 - 10.4.10 Adjournment

- 10.5 Notwithstanding the foregoing, the order of business for each meeting shall be determined by the Chair.
- 10.6 The addition or deletion of Agenda items at a Council or Committee of the Whole meeting requires a motion with two-thirds vote, unless there is unanimous consent.

11. CONSENT AGENDA

- 11.1 When developing an Agenda, the City Manager may include any number of items within the Consent Agenda. Upon approval, all separate items included in the Consent Agenda shall be deemed approved.
- 11.2 Prior to the vote to approve the Consent Agenda, Council may, by unanimous consent, add any item(s) to the Consent Agenda, and any Member may request that an item be removed from the Consent Agenda.
- 11.3 A motion to approve the Consent Agenda must be made before any removed items are discussed, debated, or the subject of questions.
- 11.4 In the event a Member declares a pecuniary interest or conflict of interest in respect to an item included on the Consent Agenda, that item shall be removed before voting occurs on the Consent Agenda motion. That item which is removed shall be addressed during the appropriate section on the Agenda.

12. COUNCIL & COMMITTEE OF THE WHOLE MEETING MINUTES

- 12.1 Meeting minutes shall be prepared after each meeting of Council or Council Committees and are the official record following their approval at a later meeting.
- 12.2 The preparation and distribution of Council and Committee of the Whole meeting minutes shall be the responsibility of the Clerk.
- 12.3 Minutes for all Council and Committee of the Whole meetings shall include:
 - 12.3.1 the names of Members present or absent from the meeting;
 - 12.3.2 if the Members participated by Electronic Means in a meeting;
 - 12.3.3 the date, time, and location of the meeting;
 - 12.3.4 a brief description of each of the items addressed within the meeting;
 - 12.3.5 the names of any members of the public who spoke to an item listed on the agenda including delegations, presentations and Public Hearings including, in the case of a Public Hearing, whether that member of the public spoke in favour or opposition of the item;

12.3.6 the names of Members present who voted in favour, opposed or abstained from a motion, and those who were absent for the vote;

12.3.7 any Member abstention, as per the MGA, and the reason for the abstention; and

12.3.8 the signatures of the Chair and Clerk, following approval.

13. NOTICE AND COMMUNICATIONS TO COUNCIL

13.1 Any notification regarding a change to the date, time or location of a Council Meeting, Committee of the Whole meeting, or the establishment of a special Council Meeting shall be deemed sufficient if it is provided with 24 hours' notice to:

13.1.1 to a Member by email; and

13.1.2 to the public by:

- i) posting a notice on the City's website; and/or
- ii) newspaper advertisement, if time permits.

13.2 Notice of Council Meetings, including Public Hearings, shall be provided to the public in accordance with this Bylaw, and shall include information on how the public may access the meeting and make submissions.

13.3 The City Manager may, in consultation with the Members, change the date, time or place of a regularly scheduled Council Meeting, Committee of the Whole meeting, or special Council Meeting, and shall give at least 24 hours' notice of any change to all Members and to the public in accordance with this Section.

13.4 Any public communications to Members intended to be considered with an item on a Council or Committee of the Whole Agenda shall be forwarded to the Clerk in writing to legislativeservices@fortsask.ca.

13.5 Communications to Members shall:

13.5.1 be legible, coherent, and appropriate;

13.5.2 clearly identify the writer and the writer's contact information; and

13.5.3 be submitted to the Clerk within the appropriate timelines for the preparation of the Council or Committee of the Whole meeting Agenda.

13.6 If the City Manager determines the public communication is within the governance authority of Council, the Clerk shall:

- 13.6.1 if it relates to an item already on the Agenda, deliver a copy of the communication or a summary of it to Council prior to or at the meeting at which the item is being considered; or
- 13.6.2 acquire all information necessary for the matter to be included on a future Council or Committee of the Whole meeting Agenda for consideration.
- 13.7 If the standards set out in this Section are met, but the City Manager determines the communication is not within the governance authority of Council, the City Manager may:
 - 13.7.1 circulate the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the response to Council; or
 - 13.7.2 take any other appropriate action on the communication.
- 13.8 If a Member objects to the process determined by the City Manager, a Member may introduce a Notice of Motion requesting the item be included for consideration on a Council Meeting Agenda.
- 13.9 If the standards set out in this section are not met, the City Manager is not required to action the public communication.
- 13.10 The Clerk shall respond to the individual who submitted the communication or request and advise them of the outcome.

14. DELEGATIONS AND PRESENTATIONS

- 14.1 During a Council or Committee of the Whole meeting, the Chair shall invite members of the public to speak to any item on the meeting's agenda, excepting those items which have a Public Hearing, under the delegation section of the Agenda. Those speaking during the delegation section shall:
 - 14.1.1 have a maximum of five (5) minutes to speak to the item, followed by clarifying questions from Council; and
 - 14.1.2 speak as an individual, with no group delegations being permitted unless an individual spokesperson is identified. No additional time shall be granted for those that elect to speak as a group during the delegation section.
- 14.2 The Chair shall, at their sole discretion, determine the manner in which the delegations and presentations portions of the meeting are conducted, subject to any applicable rules in this bylaw.
- 14.3 Organizations or members of the public wishing to speak under the presentation section of the Agenda during a Council or Committee of the Whole meeting must register in advance by submitting their request, along with all materials to

accompany their presentation, to the Clerk at legislativeservices@fortsask.ca no later than 12:00 noon on the Wednesday preceding the Council or Committee of the Whole meeting.

- 14.4 Only equipment authorized or provided by the City may be used for presentations or participation in the meeting, unless the participant is joining the meeting through Electronic Means. Exceptions may be considered for individuals who require the use of personal technology as a reasonable accommodation for accessibility needs.

15. PUBLIC HEARINGS

- 15.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw, and be held in accordance with the MGA.
- 15.2 Public Hearings are to be held as an Agenda item within a Council Meeting and every effort shall be made to commence the Public Hearing as close as possible to the advertised time.
- 15.3 Council may change the date, time, and place of a Public Hearing by resolution. If the date, time, or place is changed, the Public Hearing must be re-advertised.
- 15.4 Public Hearings are to be held in-person at the location of the Council Meeting but may also be attended by members of the public through Electronic Means, pursuant to the MGA.
- 15.5 Individuals interested in participating in a Public Hearing by Electronic Means must register by 12:00 noon the business day before the Public Hearing. Registrations shall be sent to the Clerk at legislativeservices@fortsask.ca or completing the required form on the City's public website.
- 15.6 All individuals who wish to submit written Public Hearing submissions can do so in writing to the Clerk at legislativeservices@fortsask.ca by 12:00 noon on the business day before the Public Hearing. Submissions will become part of the public record and will be included in the meeting Agenda.
- 15.7 The Chair will open the Public Hearing and outline the process to be followed.
- 15.8 Administration will introduce the item and briefly state the intended purpose.
- 15.9 Individuals who have registered to speak during a Public Hearing may be given the opportunity to speak first, followed by others in attendance who wish to speak.
- 15.10 Only one (1) individual may present at a time, and each speaker will be allowed up to five (5) minutes; no additional time shall be granted for those that elect to speak as a group during a Public Hearing.

- 15.11 Before speaking, individuals will be asked by the Chair to state their name for the record. Anyone who does not identify themselves, either verbally or by providing their name in writing, will not be permitted to speak.
- 15.12 After the close of the Public Hearing, Administration will be available for clarifying questions by the Members.
- 15.13 Members may debate matters which have arisen at the Public Hearing, and may:
 - 15.13.1 pass a motion or adopt a bylaw; or
 - 15.13.2 make any necessary amendments to the motion or bylaw and approve them without further advertisement or Public Hearing.

16. NON-STATUTORY PUBLIC HEARINGS

- 16.1 Council may determine when to hold a Non-Statutory Public Hearing. Unless otherwise directed by Council, notification shall be in accordance with this Bylaw and the MGA.
- 16.2 The procedures for the conduct of a Non-Statutory Public Hearing shall be the same as those for a Public Hearing.

17. VOTING

- 17.1 Every Member shall vote on every matter at a meeting the Member is present, unless the Member is required or permitted to abstain from voting under the MGA or another enactment.
- 17.2 Any Member may ask the Chair to call a recess if the Member anticipates being absent for an impending vote.

18. ELECTRONIC VOTING

- 18.1 An electronic voting system displaying the result of the vote on a motion shall be used during Council and Committee of the Whole meetings, when available.
- 18.2 When the electronic voting system is in operation:
 - 18.2.1 all Members shall vote using the electronic voting system, unless they must cast their vote in another manner due to technical error; and
 - 18.2.2 all vote results shall be recorded and publicly displayed.
- 18.3 When the electronic voting system is unavailable, Members shall vote on motions either by using cards provided by the Clerk or the Chair shall hold a roll call to confirm if a Member is in favour or opposed.

- 18.4 The Chair shall announce the result of all votes at a meeting by stating whether the motion was carried or defeated and the vote count.
- 18.5 Once the Chair declares the results of the vote, a Member may not change their recorded vote.

19. CHAIR

- 19.1 In the absence or inability of the Mayor and Deputy Mayor, a Chair to preside over that meeting shall be appointed by those Members present by way of resolution.
- 19.2 The Chair is responsible for the preservation of order and decorum during a meeting, as well as ruling on Points of Order and Points of Privilege.
- 19.3 The Chair shall make reasonable efforts, including the calling of a recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless a Member abstains from voting, in accordance with the MGA.
- 19.4 The Chair may call a recess at any time they deem appropriate during a meeting. A recess does not adjourn the meeting and will resume at the direction of the Chair.
- 19.5 The Chair shall ensure that each Member who wishes to speak on a debatable motion is granted the opportunity to do so and determines the speaking order based on the receipt of requests through the microphone queueing system.
- 19.6 The Chair may enter into debate on the same basis as other Members on any matter before Council without relinquishing the chair.
- 19.7 The Chair may make a motion on any matter on a meeting agenda, however before doing so shall relinquish the chair to the Deputy Mayor, or other Member as appropriate, until the vote on the motion has been taken.

20. APPEAL RULING

- 20.1 A procedural decision of the Chair shall be final, subject to an immediate appeal by a Member.
- 20.2 Any Member may put forward a motion to appeal the decision of the Chair. When such a motion is made:
 - 20.2.1 the Chair shall give reasons for the ruling;
 - 20.2.2 Members shall, without debate or amendment, vote on the motion; and
 - 20.2.3 a majority ruling of Council shall be final.

- 20.3 The Chair may seek advice from the Clerk on Points of Order or Points of Privilege, or to determine whether a matter is within the jurisdiction of the Council.

21. RULES GOVERNING DEBATE

- 21.1 A motion is the process used to present a request for consideration. Once a motion has been approved by Council, Committee of the Whole or other Council Committee, it becomes a resolution.
- 21.2 An item of business shall first be introduced to Council or a Council Committee and may be followed by clarifying questions of Administration, an external presenter, or other Members.
- 21.3 A motion shall be made by a Member before it can be debated.
- 21.4 A motion does not require a seconder.
- 21.5 All discussion at a Council or Committee of the Whole meeting shall be directed through the Chair.
- 21.6 During a meeting, a Member may only speak once on any motion and once on any amendment to a motion, until each Member wishing to speak has had an opportunity to do so.
- 21.7 Pursuant to this Section:
- 21.7.1 a Member may ask clarifying questions of Administration or other Members on any motion or amendment to a motion;
- 21.7.2 a Member may speak to respond to questions or provide clarification to other Members;
- 21.7.3 a Member who has made a motion shall have the opportunity to speak in favour of their motion at its; and
- 21.7.4 a Member shall have the opportunity to speak to their motion at the close of debate, at which time no new information shall be presented.

22. MEETING ETIQUETTE

- 22.1 All Members shall endeavor to conduct themselves in a manner that promotes public trust in, and respect for, the City and Council.

23. POINT OF INFORMATION

- 23.1 A Point of Information may be made by any Member who wishes to obtain information on meeting procedures to assist a Member in:

- 23.1.1 making an appropriate motion;
- 23.1.2 raising a Point of Order;
- 23.1.3 understanding a procedure; or
- 23.1.4 understanding the effect of a motion.

24. POINT OF INTEREST

- 24.1 A Point of Interest may be made by any Member who wishes to share a comment, information, or commendation about an individual, group, organization, or event. Points of Interest are to be made during their established time in the meeting proceedings and are not recorded in the minutes.

25. POINT OF PRIVILEGE

- 25.1 A Point of Privilege may be made by any Member who wishes to note a matter concerning the rights or privileges of any Member.
- 25.2 A Point of Privilege shall take precedence over other matters, and while the Chair is ruling on the Point of Privilege, no other Member shall be in possession of the floor.

26. POINT OF ORDER

- 26.1 A Member who has reason to believe that there has been a departure from the rules of procedure may:
 - 26.1.1 raise a Point of Order to the Chair; and
 - 26.1.2 upon the Chair's acknowledgement, provide an explanation for the Point of Order.
- 26.2 The Chair shall make a ruling on the Point of Order.
- 26.3 The Chair's ruling shall not be put to a vote, unless it is appealed by a Member, in accordance with this bylaw.
- 26.4 The Member in possession of the floor when a Point of Order is raised shall have the right to the floor once debate resumes.

27. MOTIONS

- 27.1 Any Member may make a motion respecting an item on the meeting Agenda that is a:
 - 27.1.1 recommendation within a report from Administration;

- 27.1.2 recommendation within a report from a Council Committee;
- 27.1.3 a Notice of Motion that was previously provided; or
- 27.1.4 a motion without notice or that is not contained within a report, so long as it is germane to the matter before Council or the Council Committee and is made in accordance with the provisions of this bylaw.
- 27.2 Following the introduction of an item, clarifying questions may be made by Members or Administration.
- 27.3 The following motions are not debatable:
 - 27.3.1 A motion to adjourn the meeting;
 - 27.3.2 A motion to suspend or waive the rules contained in this bylaw;
 - 27.3.3 A motion to table or to lift from the table; and
 - 27.3.4 a motion to appeal a decision of the Chair.
- 27.4 When a motion has been made and is being considered, no Member may make another motion except to:
 - 27.4.1 amend the motion;
 - 27.4.2 postpone consideration of the motion;
 - 27.4.3 refer the motion;
 - 27.4.4 table the motion; or
 - 27.4.5 withdraw their motion.
- 27.5 A motion to receive a report for information does not constitute approval or direction regarding the content of the report.
- 27.6 **Motion to Amend:**
 - 27.6.1 A motion to amend is used to modify the wording of a pending motion before the pending motion is voted upon.
 - 27.6.2 A motion to amend may be made by any Member, including the Member who moved the original motion.
 - 27.6.3 A motion to amend is debatable and amendable.
 - 27.6.4 A motion to amend requires a majority to pass.

27.6.5 The Chair shall allow only:

- i) one amendment to the main motion before that proposed amendment is put to a vote; and
- ii) one amendment to the amendment to be considered at a time.

27.6.6 Council or Council Committees shall vote:

- i) on an amendment to the amendment, if any, before voting on the first amendment; and
- ii) on any amendment before voting on the main motion.

27.6.7 When a motion to amend is on the floor, Members may debate only the merits of the amendment and shall not debate the merits of the motion to which it may be applied.

27.6.8 Once any amendments to the main motion have been voted on, the Chair shall call for a vote on the main motion, incorporating the amendments that have been passed by Council or Council Committees.

27.6.9 A friendly amendment is one which can be made and incorporated without a motion requiring a vote. A friendly amendment:

- i) shall not extend beyond the scope of the original motion;
- ii) shall only apply if unanimous consent of Members to accept the friendly amendment is received; and
- iii) if unanimous consent is not granted, the proposed amendment requires a motion to amend, which must have a majority vote of Members to pass.

27.7 Motion to Amend Something Previously Adopted:

27.7.1 A motion to amend something previously adopted makes a change, or substitutes wording in its place, to a resolution which had previously been adopted by Council.

27.7.2 A motion to amend something previously adopted:

- i) may be made by any Member at any time after the meeting at which the original motion was passed;
- ii) is debatable and amendable;
- iii) requires a two-thirds vote to pass with no notice, or a majority vote to pass if notice has been given;

- iv) cannot be made when the original motion has already been irrevocably action upon; and
- v) cannot exceed the scope of the original motion.

27.8 Motion to Postpone:

27.8.1 A motion to postpone is used to delay the consideration of any matter either definitely or indefinitely.

27.8.2 A motion to postpone:

- i) may be made by any Member to enable Members to deal with other more pressing matters;
- ii) may either be made to a definite date and/or time or indefinitely, and is used if Council or Council Committees feels it prudent to consider the motion at a later time (either at the same meeting or at another meeting);
- iii) is debatable, but not amendable;
- iv) requires a two-thirds vote to pass with no notice; or a majority vote to pass if notice has been given;
- v) includes the motion and any associated amendments; and
- vi) takes precedence over any other motion connected with the motion being postponed.

27.8.3 If a motion to postpone is defeated, it may only be made again after another matter of business has been addressed.

27.8.4 If a motion has been postponed to a defined date and and/or time, the motion is automatically placed on an agenda at that time for consideration.

27.9 Motion to Reconsider:

27.9.1 A motion to reconsider brings forward a motion for Council's consideration which has been previously approved at the same meeting.

27.9.2 A motion to reconsider:

- i) shall be moved by a Member of the prevailing side, and the Member shall state the reason for making a motion to reconsider;

- ii) shall be made at the same meeting or during any continuation of the meeting, at which the original motion was voted upon;
- iii) cannot be used for an action that cannot be reversed or conflicts with another action of Council or the Council Committee;
- iv) is debatable, but not amendable;
- v) requires a majority vote to pass, and if approved, the motion Council wishes to reconsider shall become the next item of business; and
- vi) the motion shall be on the floor, as made by the original mover.

27.9.3 Motions or actions which cannot be reconsidered include:

- i) a motion to suspend the rules;
- ii) a motion to table, if approved;
- iii) a motion to lift from the table, if approved; or
- iv) an action that has previously been reconsidered.

27.10 Motion to Refer:

27.10.1 A motion to refer is used to delay consideration of a matter by sending or assigning the matter to another body for additional information, work or with a recommendation.

27.10.2 A motion to refer:

- i) may be made by any Member;
- ii) is debatable and requires a majority vote to pass;
- iii) does not allow any further amendment to any main motion until the motion to refer has been addressed;
- iv) shall include instructions indicating what the receiving body is to do and the date by which a response or action is required, if applicable; and
- v) may be amended only as to the body to which the motion is referred and the instructions on the referral.

27.10.3 When a response to a referral is before Council, the motion under consideration shall be the motion which was referred.

27.11 Renewal of Motions:

- 27.11.1 A motion which was defeated or otherwise disposed of by Council at a previous meeting is considered to be renewed when it is brought back to Council in substantially the same way.
- 27.11.2 The renewal of a motion permits any Member to present a defeated motion to Council if:
 - i) new information or conditions exist;
 - ii) more than one (1) year has passed since the date of the original motion; or
 - iii) the renewal is brought forward after a general election has taken place since the date of the original motion.

27.12 Motion to Rescind:

- 27.12.1 A motion to rescind is used to reverse or cancel a motion previously approved by Council.
- 27.12.2 A motion to rescind:
 - i) may be made by any Member at any time after the meeting at which the original motion was approved;
 - ii) is debatable and amendable;
 - iii) requires a two-thirds vote to pass with no notice, or a majority vote to pass if notice has been given; and
 - iv) cannot be made when the original motion has already been irrevocably acted upon.

27.13 Motion to Suspend or Waive:

- 27.13.1 In the absence of any statutory obligation, any provision of this bylaw may be suspended or waived by a motion of Council approved by two-thirds vote.
- 27.13.2 A motion to suspend or waive the rules:
 - i) is not debatable or amendable;
 - ii) may be made by any Member; and
 - iii) shall, if passed, only be in effect for the duration of the meeting in which it is passed.

27.14 Splitting a Motion:

- 27.14.1 A Member may make a request to the Chair that a single motion be split into separate motions. The separate motions shall be reworded so that the integrity and content of each motion is maintained but shall not change the intent of the original motion.
- 27.14.2 When a motion is split, the same mover would be applicable for each motion.
- 27.14.3 A request to split a motion is debatable and amendable.
- 27.14.4 Splitting a motion requires a majority to adopt, however this request is frequently approved through unanimous consent.

27.15 Motion to Table:

- 27.15.1 A motion to table is used to delay consideration of any matter until such time that a motion is made by Council or a Council Committee to lift it from the table.
- 27.15.2 A motion to table:
 - i) may be made by any Member;
 - ii) may be used to enable Council or Council Committee to address other more pressing matters on the Agenda, or when Members wish to set aside discussion on a matter at that time;
 - iii) is not debatable or amendable, and takes precedence over all other motions associated with the motion being tabled, which are also tabled;
 - iv) requires a majority vote to pass;
 - v) ends any debate; and
 - vi) may be lifted from the table at any time by a majority vote of Members.
- 27.15.3 When a motion is lifted from the table, it is presented with all associated amendments, exactly as it was when laid on the table.
- 27.15.4 If a motion to lift from the table is not presented prior to the next general election, the motion is deemed to be rescinded.

27.16 Motion to Withdraw:

- 27.16.1 A mover may state their intent to withdraw a motion if it is prior to the Chair accepting it. This would not require unanimous consent or a motion to withdraw.
- 27.16.2 When a mover has presented a motion and the Chair has accepted it, if the mover wishes to withdraw the motion, the Chair may grant permission if unanimous consent is given.
- 27.16.3 If a request to withdraw a motion does not receive unanimous consent, the mover shall be required to make a motion to withdraw, which:
 - i. is not debatable or amendable; and
 - ii. requires a majority vote to pass.
- 27.16.4 A motion to withdraw can be made at any time prior to start of the voting process.
- 27.16.5 Once the motion is withdrawn, the effect is the same as if the motion had not been made.

28. NOTICE OF MOTION

- 28.1 A notice of motion may be made when a Member wishes to bring a matter forward to a future meeting for discussion, providing sufficient notice for consideration of the subject.
- 28.2 Members shall provide a written notice of motion containing sufficient detail to outline the subject and proposed actions of the motion to the Clerk prior to the commencement of the meeting when notice of motion is to be given.
- 28.3 The Member shall introduce their notice of motion during the appropriate time in the Agenda, which shall be recorded in the minutes and form part of the Agenda under new business at the next meeting date or the date specified in the notice of motion.
- 28.4 At the meeting in which the Member speaks to their motion following notice, the Member shall provide a brief overview of their intent and the content of their motion, allowing for clarifying questions of Members and Administration, as well as debate between Members before the motion is voted upon.
- 28.5 The Member who provided notice of motion is required to speak to their motion when the motion is before Council for decision. If the Member is absent from the meeting in which the motion following notice is scheduled, the item shall be deemed to have been postponed until the next regularly scheduled meeting.

29. ADJOURNMENT

- 29.1 A Council or Committee of the Whole meeting shall adjourn at the conclusion of the Agenda.
- 29.2 If all matters of business which appear on the Agenda have not been addressed at adjournment, they shall be included as Unfinished Business on the Agenda for the next scheduled Council or Committee of the Whole meeting.

30. BYLAWS

- 30.1 The Clerk shall include the number, short title and brief description of any bylaw that appears on a Council Agenda.
- 30.2 In accordance with the MGA, every proposed bylaw must have 3 distinct and separate readings; the 3 readings are intended to:
 - 30.2.1 at first reading, introduce a bylaw to Council for their consideration;
 - 30.2.2 at second reading, continued discussion of the substantive content of the bylaw and make any amendments Council deems necessary; and
 - 30.2.3 at third reading, have final discussions and grant final approval of the bylaw, including any amendments that have been made.
- 30.3 Once a bylaw has received 3 readings, it shall be signed by the Mayor and Clerk, and impressed with the corporate seal. The bylaw is deemed effective upon adoption of Council and duly executed, unless otherwise specified by the bylaw or any applicable provincial legislation.

31. MEMBER INQUIRIES

- 31.1 Any Member may make a Member Inquiry through the Chair to the City Manager at any Council or Council Committee. A Member Inquiry may be verbal or in writing and shall be recorded in the meeting minutes.
- 31.2 The City Manager or their delegate may verbally answer a Member Inquiry at the meeting at which it is made or advise that a response shall be provided to all Members in writing after the meeting.
- 31.3 If the City Manager believes responding to a Member Inquiry may require substantial financial or other resources, Council may direct that the Member Inquiry be abandoned.
- 31.4 For Member Inquiries, the City Manager shall provide a response to all Members, as required by the MGA.
- 31.5 The Member who made a Member Inquiry may request the matter not be pursued.

32. PRIOR BYLAWS

- 32.1 This Bylaw supersedes and takes precedence over all previously passed bylaws which refer to meeting procedures, as well as any previously passed resolutions which may be in conflict with this Bylaw.

33. INTERPRETATION

- 33.1 References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified, or re-enacted from time to time.
- 33.2 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation, or enactment.
- 33.3 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw shall be deemed valid.

34. EFFECTIVE DATE

- 34.1 This Bylaw comes into effect upon the third and final reading and duly executed.

35. REPEAL OF BYLAWS

- 35.1 Upon third reading of Bylaw C8-25, Bylaw C29-22 and any amendments thereto are hereby repealed.

Read a first time this	24th	day of	June	, 2025
Read a second time this	24th	day of	June	, 2025
Read a third time and passed this	24th	day of	June	, 2025



Date Signed: June 24, 2025

Schedule "A" OVERVIEW OF MOTIONS

MOTION TYPE	DESCRIPTION	SPECIFIC CONSIDERATIONS	EXAMPLE(S)
Amend	To change the wording of a pending motion or item (bylaw, policy, etc.) before the pending motion is voted on.	- May be made by any Member. - Is debatable and amendable. - Requires a majority to pass. - Members may only debate the amendment, not the original motion.	<i>"That the pending motion be amended to read as follows: _____."</i> <i>"That the pending motion be amended by adding '_____' following '_____'."</i> <i>"That Council amend the _____ policy to remove section _____ in its entirety."</i> <i>"That bylaw _____ be amended by removing _____." (when a bylaw is being presented)</i>
Amend Something Previously Adopted	To make a change or substitute wording for a motion which had previously been adopted.	- May be made by any Member. - Is debatable and amendable. - Voting: - With notice: Majority to pass; or - Without notice: 2/3 vote to pass. - Cannot exceed the original scope or cause an irrevocable action.	<i>"That Council amend Resolution R_____ which was adopted at the _____ meeting to replace _____ with _____."</i> <i>"That Council amend Resolution R_____ which was adopted at the _____ meeting by changing the funding source from _____ to _____."</i>
Postpone	Delays discussion or decision to a defined date/time or indefinitely.	- May be made by any Member. - Is debatable, but not amendable. - Voting: - With notice: Majority to pass; or - Without notice: 2/3 vote to pass.	<i>"That Council postpone consideration of agenda item _____ until the regular council meeting of _____."</i> <i>"That Council postpone the pending motion until the next regular council meeting."</i> <i>"That Council postpone consideration of agenda item _____ indefinitely."</i>
Reconsider	Brings back a previously decided motion for immediate reconsideration in the same meeting in which the original vote occurred.	- Must be made by a Member of the prevailing side. - Must be made at the same meeting which it was voted on. - Is debatable, but is not amendable. - Requires a majority to pass.	<i>"That Council reconsider the vote on the motion regarding _____."</i> <i>"That Council reconsider the vote on the motion to amend the _____ policy to remove section _____ in its entirety."</i>

MOTION TYPE	DESCRIPTION	SPECIFIC CONSIDERATIONS	EXAMPLE(S)
Refer	To delay consideration of a matter by sending the matter to another body for additional information, work, or with a recommendation.	• May be made by any Member. • Is debatable. • Can be amended. • Requires a majority to pass.	<i>"That Council refer item _____ to Administration for _____, and that it be brought back to Council no later than _____."</i> <i>"That Committee of the Whole refer item _____ to Council for approval of the _____, as attached to the _____ report of [meeting date]."</i>
Renew	Allows a previously defeated motion to be reconsidered as a new motion.	• May be made by any Member if: ○ New information or conditions exist; ○ More than one (1) year has passed since the date of the original motion; or ○ The renewal is brought forward after a general election has taken place since the date of the original motion. • Must be made at a meeting following the date of the original meeting. • Is debatable and amendable. • Voting: ○ With notice: Majority to pass; or ○ Without notice: 2/3 vote to pass.	Note: Robert's Rules of Order does not recognize a "motion to renew" as a formal motion. Instead, a new motion on the same subject can be introduced at a future meeting.
Rescind	Cancels or rescinds a motion which was previously approved by Council.	• May be made by any Member after the date which the original motion was approved. • Is debatable and amendable. • Voting: ○ With notice: Majority to pass; or ○ Without notice: 2/3 vote to pass. • Cannot be used when the original motions has been irrevocably acted upon.	<i>"That Council resolution R_____ regarding _____ be rescinded."</i> <i>"That Council rescind first reading of bylaw _____."</i> <i>"That Council rescind the _____ policy."</i>

MOTION TYPE	DESCRIPTION	SPECIFIC CONSIDERATIONS	EXAMPLE(S)
Split	To separate a lengthy or complex motion into separate motions. The resulting motions must be capable of standing on their own merits.	- A request may be made by any Member. - Is debatable and amendable. - Requires a majority to pass, however is often agreed upon by unanimous consent. - The same mover moves each separate motion, once split.	<i>"That the motion on the floor be split into two motions, to read as follows:</i> <i>- That Council _____.</i> <i>- That Council _____."</i> <i>"That Council split the motion on the floor to allow Council to vote on _____ and _____ separately."</i>
Suspend/Waive	Temporarily suspends procedural rules for a specific purpose.	- May be made by any Member. - Is not debatable or amendable. - Requires a 2/3 vote to pass. - Only in effect for the meeting in which it is passed.	<i>"That Council waive the notification period for the notice of motion required by Meeting Procedures Bylaw C8-25, and vote on the motion to _____."</i> <i>"That Council waive the delegations provisions of Bylaw C8-25 and suspend the procedural rules to _____."</i>
Table	To set aside a matter without specifying when the matter will be brought back to the body.	- May be made by any Member. - Is not debatable or amendable. - Requires a majority to pass. - If passed, immediately ends debate until the matter is taken from the table.	<i>"That Council table discussion of the _____."</i> <i>"That the pending motion regarding _____ be laid on the table."</i> <i>"That the motion regarding _____ be taken from the table."</i>
Withdraw	Allows mover to withdraw a motion previously placed before the Council.	- May be made by the mover without permission, prior to the Chair accepting the motion. - After the Chair has accepted the motion, may be withdrawn by unanimous consent or a motion to withdraw, without unanimous consent. - Is not debatable or amendable. - Requires a majority to pass. - May be made at any time prior to the call to vote.	<i>"That Councillor _____ be permitted to withdraw the pending motion."</i>