

BYLAW NO. 1210/2025

BEING A BYLAW OF THE VILLAGE OF DELBURNE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF THE VILLAGE OF DELBURNE.

WHEREAS pursuant to Section 145 of the *Municipal Government Act* a council may pass bylaws in relation to the following:

- a) the establishment and functions of council committees and other bodies;
- b) the procedure and conduct of council, council committees and other bodies established by the council, the conduct of Councillors and the conduct of members of council committees and other bodies established by the council.

NOW THEREFORE the Council of the Village of Delburne, duly assembled, enacts:

1. TITLE

- 1.1 This bylaw may be cited as "The Council Procedure Bylaw".

2. DEFINITIONS

2.1 In this Bylaw:

- a) "Administrative Inquiry" is a request by a Councillor to the Chief Administrative Officer for the future provision of information;
- b) "Chair" means the Mayor, Deputy Mayor or other person authorized to preside over a meeting;
- c) "Chief Administrative Officer" means the chief administrative officer of the Village of Delburne or their designate;
- d) "Closed session" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*;
- e) "Council" means the municipal council of the Village of Delburne;
- f) "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Mayor;
- g) "Council Committee" means any committee, board or other body established by Council by bylaw under the *Municipal Government Act*;
- h) "Deputy Mayor" means the Councillor appointed by Council to act as the Mayor when the Mayor is unable to perform the duties of the Mayor, or if the office of Mayor is vacant;
- i) "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;
- j) "General Election" means an election held in the Village of Delburne to elect the members of Council as described in the *Local Authorities Election Act*;
- k) "Inaugural Meeting" means the Organizational Meeting immediately following the General Election;
- l) "Meeting" includes a hearing;
- m) "Member" includes a Councillor and a member of a Council Committee who is not a Councillor;
- n) "Organizational Meeting" means the meeting held as described in section 4.3 and 4.4 and includes the Inaugural Meeting;

1


- o) "Pecuniary Interest" means a pecuniary interest within the meaning of the *Municipal Government Act*;
- p) "Point of Order" means a demand that the Chair enforce the rules of procedure;
- q) "Postpone" or "Postponed" means to delay action on a pending motion either:
 - (i) to a definite day, meeting, or hour, or until after a certain event; or
 - (ii) indefinitely;
- r) "Public Hearing" is a pre-advertised public hearing that Council is required to hold under the *Municipal Government Act* or other enactments or any matter at the direction of Council;
- s) "Question of Privilege" means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council or individual Councillor, some examples of which include requests related to heating, lighting, noise or other disturbances in Council Chambers, conduct of members of the public or fellow Councillors;
- t) "Quorum" means the minimum number of Members that must be present at a meeting for business to be legally transacted;
- u) "Mayor" means the chief elected official of the Village of Delburne;
- v) "Table", "Lay on the Table" or "Tabled" means to temporarily delay consideration of any matter, which does not set a specific time to resume consideration of the matter, in order that something else of immediate urgency which has arisen may be dealt with; and
- w) "Two-Thirds Vote" means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

3. APPLICATION AND INTERPRETATION

General Rules

- 3.1 The procedures contained in this Bylaw shall be observed in Council meetings.
- 3.2 The procedures contained in this Bylaw shall be observed in Council Committee meetings, with the exception of the limit of the number of times for speaking. However, no Member shall speak more than once to any question until every other Member choosing to speak has spoken.
- 3.3 To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Robert's Rules of Order Newly Revised*.
- 3.4 At the beginning of each term, Councillors will be given an electronic tablet for use for meetings throughout the term. The tablet will remain property of the Village of Delburne until the end of each term. At the end of the term, the Councillors can, if they wish, keep the tablet for their personal use as tablets will be purchased for the new Council term.

4. MEETINGS

Inaugural Meeting

- 4.1 Council must hold its Inaugural Meeting not later than two weeks after the date of an Alberta Municipal Election.
- 4.2 At the Inaugural Meeting:
 - a) all Councillors must take the official oath prescribed by the *Oaths of Office Act*;
 - b) the Mayor will be elected from amongst all Councillors for the four year term;

- c) Council must confirm the Council Chambers seating arrangements of Councillors;
and
- d) All other matters required by Section 4.4 may be dealt with.

Organizational Meetings

- 4.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.
- 4.4 At the Organizational Meeting, Council must:
 - a) adopt a roster appointing Councillors to the position of Deputy Mayor on a rotating basis for the forthcoming year.
 - b) appoint Members to Council Committees; and
 - c) Conduct any other business as identified within the Organizational Meeting Agenda.
 - d) Council may defer appointments to Council Committees at the Inaugural Meeting but must make Committee appointments at the next scheduled Regular Council Meeting.

Regular Council Meetings

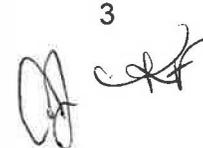
- 4.5 Regular Council meetings are held on the second and fourth Tuesday of each month, in the Council Chambers at the Village Office in the Village of Delburne at 5:00 p.m.. During the month of December, Council shall meet only on the second Tuesday and in the months of July and August, Council shall meet only on the third Tuesday.
- 4.6 Council may, by resolution, establish other regular Council meeting dates as may be required from time to time.
- 4.7 Council may, by resolution, change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.
- 4.8 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the *Municipal Government Act* and to the public by:
 - a) posting a notice in the Village Office; and
 - b) posting a notice on the Village of Delburne Facebook and website.
- 4.9 Council may cancel any meeting through resolution if notice is given in accordance with section 4.8.

Special Meetings

- 4.10 The Mayor may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.
- 4.11 A special Council meeting requested by Councillors must be held within 14 days after the request is received.
- 4.12 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with section 4.8.
- 4.13 A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if a least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.
- 4.14 No matter other than that stated in the notice calling the special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

Meetings through Electronic Communications

- 4.15 Meetings of Council and the Municipal Planning Commission will provide for both



participation in person and participation by electronic means by all members of Council, the Municipal Planning Commission and Administration should they not be able to attend in person.

- 4.16 Access to meetings by electronic means will be via an agreed upon electronic platform utilizing all functions available, which include video and telephone connections.
- 4.17 Members of Council attending by electronic means will be identified and their attendance confirmed verbally by the Chair at the start of the meeting or at the time they join the meeting.
- 4.18 Information to connect to and participate in meetings via electronic means (links and phone numbers) will be given through email to those members who will be attending via Zoom.
- 4.19 The public may access the meeting through attending in person in Council Chambers.

5. PUBLIC HEARINGS

- 5.1 Public Hearings will generally be held in conjunction with a regular Council meeting; however, a special Council meeting for the purpose of holding a Public Hearing may be called.
- 5.2 When required by Provincial Legislation a statutory Public Hearing on any proposed bylaw or resolution must be held before the Chair puts:
 - a) a motion for second reading of the bylaw, or
 - b) a motion on the resolution for which the Public Hearing is to discuss.
- 5.3 The procedure for a Public Hearing is as follows:
 - a) The Chair will outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any other preliminary matters;
 - b) Administration will introduce the proposed bylaw or resolution followed by questions by Council;
 - c) After identifying themselves, members of the public will be invited to make verbal presentations followed by questions by Council;
 - d) If written submissions were received, Administration will read aloud the written submissions or, where appropriate, Administration may provide a report on the number of written submissions received and a general overview of the contents of the written submissions;
- 5.4 The use of slides, maps, videos and other similar materials is permitted and these, along with written submissions, become the property of the Village of Delburne as exhibits to the hearing.
- 5.5 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.
- 5.6 Individuals may speak for a maximum of five (5) minutes.
- 5.7 One spokesperson per petition or group may speak for a maximum of ten (10) minutes.
- 5.8 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.
- 5.9 At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.

- 5.10 At the conclusion of the business of the Public Hearing, the Chair shall declare the Public Hearing closed, or call for continuance and establish a date for reconvening the Public Hearing, and recess the Public Hearing.
- 5.11 The Chair may make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.
- 5.12 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.

6. QUORUM

- 6.1 Quorum for Council is a majority of Councillors, and for Council Committees is a majority of members of a Council Committee, unless specified otherwise by this or any other bylaw, or the *Municipal Government Act*.

No Quorum

- 6.2 If there is no Quorum within fifteen (15) minutes after the time set for the meeting, the Chief Administrative Officer will record the names of the Councillors present and the meeting will be adjourned to the time of the next regular Council meeting.

Lost Quorum

- 6.3 If at any time during a meeting Quorum is lost, the meeting will be recessed and if Quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned, unless a motion was passed to extend the recess period prior to Quorum being lost.

COMMENCEMENT OF MEETINGS AND HEARINGS

As soon as there is a Quorum after the time for commencement of a Council meeting:

- a) the Mayor must take the Chair and begin the meeting; or
- b) if the Mayor is absent the Deputy Mayor must take the Chair and begin the meeting;
or
- c) if the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the time set for the meeting and there is a Quorum, the Chief Administrative Officer must begin the meeting by calling for a motion for the appointment of a Chair.

7. DUTIES OF THE CHAIR

- 7.1 The Chair:
 - a) opens Council meetings;
 - b) chairs Council meetings;
 - c) preserves order in Council meetings, and may call to order any Councillor who is out of order;
 - d) decides all questions of procedure;
 - e) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
 - f) states and puts to a vote all questions that legitimately come before Council as motions;
 - g) decides who, aside from Councillors, may address Council; and
 - h) declares meetings adjourned when Council so votes or, where applicable, at the time

appointed for adjournment, or at any time in the event of an emergency.

7.2 Councillors:

- a) to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- b) to participate generally in developing and evaluating the policies and programs of the municipality;
- c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- d) to obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

7.3 Chief Administrative Officer:

- a) where the Chief Administrative Officer or a person designated by the Chief Administrative Officer provides information referred to in 7.2(d) to a Councillor, the information must be provided to all other Councillors as soon as is practicable.

8. AGENDA

Preparation of Agenda

- 8.1 The Agenda for each Council meeting shall be established by the Mayor in consultation with the Chief Administrative Officer.

Agenda Delivery

- 8.2 The Chief Administrative Officer will distribute the Council Agenda to the Councillors on the Friday prior to the Council meeting. If the Friday falls on a holiday, the Council Agenda will be distributed on the Thursday preceding the Council meeting.

Late Submissions

- 8.3 Reports and supplementary materials related to items on the Agenda and that are received too late to be included with the Agenda package will be made available as soon as reasonably possible.
- 8.4 Additional Agenda items, reports and supplementary material that are time sensitive and received too late to be included on the Agenda may be made available for consideration of Council as an additional Agenda item and will be delivered to Council members in paper or electronic format as soon as possible.
- 8.5 The Chief Administrative Officer will make the Agenda available to the public after distribution to Council, unless these must or may be withheld under the *Municipal Government Act* or other legislation. The Agenda will be made available to the Public under electronic means.

Adoption of the Agenda

- 8.6 Council must vote to adopt the Agenda prior to transacting other business and may:
- a) add new items to the Agenda by a Two-Thirds Vote; or
 - b) delete any item from the Agenda by a unanimous vote.

- 8.7 The Agenda of an adjourned meeting will be addressed at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

9. ORDER OF BUSINESS

Order of Business

- 9.1 The order of business for each meeting shall be as follows:

- a) Adoption of Agenda;
- b) Approval of Minutes;
- c) Delegations;
- d) Correspondence;
- e) Old Business;
- f) New Business;
- g) Accounts Payable;
- h) Administrative Report;
- i) Round Table Discussion;
- j) Closed Session Items (*if needed*);
- k) Adjournment.

Deviation from Order of Business

- 9.2 The Chair, in their sole discretion, may deviate from the Order of Business to accommodate special circumstances or to ensure effective and efficient use of time.

10. MINUTES

- 10.1 The Chief Administrative Officer will prepare minutes for all Council meetings which will include:

- a) the names of Councillors and members of Administration present and participating at Council meetings;
- b) a brief description of the subject matter discussed for each Agenda item;
- c) all decisions and other proceedings;
- d) the names of staff or members of the public who speak to an item;
- e) any abstentions made under the *Municipal Government Act* by a Councillor and the reason for the abstention;
- f) the signatures of the Chair and the Chief Administrative Officer.

11. PROCEEDINGS

Absence from Proceedings

- 11.1 When a Councillor has a Pecuniary Interest in a matter before Council or a Council Committee the Councillor must, if present, disclose the general nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on any question relating to the matter and, subject to the *Municipal Government Act*, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.

Speaking to Motions

- 11.2 A Councillor may not speak unless and until recognized by the Chair.
- 11.3 Unless permitted by the Chair, a Councillor may only speak twice on any motion, once in debate and once to ask questions.

Time Limit

- 11.4 Each Councillor may speak for only five (5) minutes, unless otherwise permitted by the Chair.

Interruption of Speaker

- 11.5 A Councillor who is speaking may only be interrupted by another Councillor:
- a) by a Question of Privilege; or
 - b) by a Point of Order.
- 11.6 A Councillor who is speaking when a Question of Privilege or a Point of Order is raised must cease speaking immediately.
- 11.7 The Chair may grant permission:
- a) to the Councillor raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
 - b) to the Councillor who was speaking to respond briefly.
- but otherwise a Question of Privilege or Point of Order is not debatable or amendable.

Ruling on Proceedings

- 11.8 The Chair will rule on a Question of Privilege or Point of Order.
- 11.9 The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.

Challenging a Ruling

- 11.10 Any ruling of the Chair may be challenged.
- 11.11 A motion to challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
- 11.12 A motion to challenge is debatable unless it is related to decorum, the priority of business, or an undebatable pending motion.
- 11.13 If a motion to challenge is made the Chair must state the question "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.
- 11.14 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.
- 11.15 Council will decide the challenge by voting and the decision of Council is final.

12. MOTIONS

Consideration of Motions

- 12.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- 12.2 A Councillor may move a motion whether or not the Councillor intends to support it.
- 12.3 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.
- 12.4 All motions shall be presented in a manner that will allow Council to take a positive action. Negative motions are prohibited.
- 12.5 When required to do so by the *Municipal Government Act*, Council will provide reasons why a motion was defeated.
- 12.6 A motion does not require a seconder.

Motions to the Main Motion

- 12.7 When a motion is made and is being considered, no Councillor may make another motion except to:
 - a) amend the motion;
 - b) amend any amendment to the motion;
 - c) refer the main motion for consideration;
 - d) Table the motion;
 - e) Postpone the motion; or
 - f) move a privileged motion.

Privileged Motions

- 12.8 The following motions are privileged motions:
 - a) a motion to recess;
 - b) a motion to adjourn;
 - c) a motion to set the time for adjournment; and
 - d) a Question of Privilege.

Motion to Recess

- 12.9 The Chair, without a motion, may recess the meeting for a specific period.
- 12.10 Any Councillor may move that Council recess for a specific period.
- 12.11 After a recess, business will be resumed at the point where it was interrupted.

Amending Motions

- 12.12 A Councillor may not amend a motion or make an amendment which:
 - a) does not relate to the subject matter of the main motion; or
 - b) is contrary to the main motion.
- 12.13 The main motion will not be debated until any proposed amendments to it have been debated and voted on.

12.14 When all proposed amendments have been voted on, the main motion, incorporating any amendment that has been adopted by Council, will be debated and voted on.

Motion to Refer

12.15 A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:

- a) precludes all further amendments to the motion;
- b) is debatable only as to the desirability of referring the main motion; and
- c) may be amended only as to the body to which the motion is referred and the instructions on the referral.

Motion to Limit or End Debate

12.16 Any motion to limit or end debate of another motion:

- a) cannot be debated;
- b) must be passed by a Two-Thirds Vote; and
- c) may only be amended as to the limit to be placed on debate.

Motion to Table

12.17 A motion to Table another motion:

- a) cannot be debated;
- b) takes precedence over any other motion connected with the motion being Tabled; and
- c) may be raised from the Table at any time by a majority vote of Council.

12.18 A Tabled motion is brought back with all of the motions connected with it, exactly as it was when Tabled.

Motion to Postpone

12.19 A motion to Postpone another motion:

- a) takes precedence over any other motion connected with the motion being Postponed;
- b) can only be debated as to the time, or date; and
- c) cannot be amended.

Reconsideration of Motions

12.20 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless;

- a) a General Election has been held; or
- b) six months has passed since the date that motion was considered; or
- c) a motion to reconsider has passed.

12.21 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:

- a) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a Councillor who voted with the prevailing result; or
- b) a Notice of Motion is submitted by a Councillor who voted with the prevailing result, prior to the meeting at which it is to be considered, in which the Councillor sets out

what special or exceptional circumstances warrant Council considering the matter again; and

- c) the motion to which it is to apply has not already been acted upon.

12.22 If a motion to reconsider is passed the original motion is on the floor.

13. CLOSED SESSION

Motion for Closed Session

13.1 Any Councillor may move that Council convene a Closed Session if a matter to be discussed is within one of the exceptions to disclosure in Divisions 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

Closed Session Meeting

13.2 All Closed Session meetings will:

- a) be chaired by the Mayor; and
- b) be held without the presence of the public unless invited by Council.

13.3 No bylaw or motion will be passed at an Closed Session meeting except for a motion to revert to a meeting to be held in public.

14. NOTICE OF MOTION

14.1 A Councillor wishing to introduce a new matter for consideration must submit a notice of motion in writing to the Chief Administrative Officer.

14.2 A Councillor may make a motion introducing any new matter only if:

- a) notice is given at a previous Council meeting;
- b) notice has been submitted to the Chief Administrative Officer a minimum of one week prior to the Council Meeting; or
- c) Council, by a Two-Thirds Vote, agrees to dispense with notice.

15. VOTES OF COUNCIL

Requirement to Vote

15.1 Each Councillor present must vote on every motion, unless the Councillor is required or permitted to abstain from voting under the *Municipal Government Act*.

Voting Procedure

15.2 Votes on all motions must be taken as follows:

- a) except for a meeting conducted through electronic or other communication facilities, Councillors must be in their designated Council seat when the motion is considered;
- b) the Chair puts the motion to a vote;
- c) Councillors vote by a show of hands or other method agreed to by Council; and
- d) the Chair declares the result of the vote.

15.3 Unless otherwise specified in the *Municipal Government Act* or this Bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.

Declaring Results of a Vote

- 15.4 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.
- 15.5 If there is confusion on the outcome of a vote the Chair may ask for a second show of hands to clarify the result of the vote.

Tie Votes

- 15.6 A motion is lost when the vote is tied.

16. BYLAWS

Basic Requirements

- 16.1 All proposed bylaws must have:
- a) a bylaw number assigned by the Chief Administrative Officer; and
 - b) a concise title indicating the purpose of the bylaw.
- 16.2 Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

Introducing a Bylaw

- 16.3 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 prior to first reading.
- 16.4 After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councillor may move that the bylaw be read a second time.
- 16.5 Council will be given the opportunity to discuss the proposed bylaw between readings of the proposed bylaw.
- 16.6 Council may not give a bylaw more than two readings at a meeting unless all Councillors present at the meeting vote in favor of allowing a third reading at that meeting.

Amendments to Bylaws

- 16.7 Any amendments to the bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.
- 16.8 Any amendments to a bylaw that has previously been passed must be made by another bylaw as per section 191 of the *Municipal Government Act*.

Defeated Bylaws

- 16.9 The previous readings of a proposed bylaw are considered to be rescinded if the proposed bylaw:
- a) does not receive third reading within two years after first reading; or
 - b) is defeated on second or third reading.

Effective Date

- 16.10 A bylaw is effective from the beginning of the day it is signed unless the bylaw or any applicable statute provides for another effective date.

Bylaws Signed and Sealed

- 16.11 The Mayor and the Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- 16.12 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by the *Municipal Government Act* or another enactment.

17. ADMINISTRATIVE INQUIRIES

Verbal or Written Administrative Inquiries

- 17.1 Any Councillor may make an Administrative Inquiry through the Chair:
- a) verbally, if the Councillor does not require a written response; or
 - b) in writing, if the request requires a written response.

Submission of Administrative Inquiries

- 17.2 Administrative Inquiries may be submitted:
- a) at any regular meeting of Council; or
 - b) for inclusion on the Agenda of a Council meeting; or
 - c) outside a regular Council meeting if the response to the Inquiry is of a routine nature and is not a substantive task.

Response to Administrative Inquiries

- 17.3 Administrative Inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the Inquiry was submitted, unless:
- a) the financial or other resources required to answer the Inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources; or
 - b) additional time is required to prepare the response or compile the requested information.
- 17.4 Administrative Inquiries made outside a Council meeting will be responded to within two (2) weeks from the date the Inquiry was submitted, unless:
- a) the financial or other resources to answer the Inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources; or
 - b) additional time is required to prepare the response or compile the requested information.
- 17.5 Councillors will be advised as to when the response to an Administrative Inquiry will be provided.
- 17.6 A Councillor who requested an Administrative Inquiry may request that the Inquiry be abandoned.

18. COMMUNICATIONS TO COUNCIL

Presentations at Council Meetings

- 18.1 Requests for an appointment to make a presentation to Council must be received by the Chief Administrative Officer and must:
- a) be in writing and received at least 7 days prior to the Council meeting date;
 - b) clearly identify the reason or purpose of the appointment;

- c) identify the individual or primary contact for a group or organization; and
 - d) include contact information of the individual or organization.
- 18.2 Presentations for the purposes promoting commercial products or services will not be allowed.
- 18.3 Delegations shall not appear before Council if a member of the public has spoken at a public meeting or hearing held by Council in respect of the same matter.
- 18.4 The amount of time allocated for delegations is at the sole discretion of the Chair.

Criteria for Written Submissions

- 18.5 Any communication intended for Council must be forwarded to the Chief Administrative Officer in writing and must:
- a) be legible and coherent;
 - b) identify the writer and the writer's contact information;
 - c) be on paper or in an electronic, printable format; and
 - d) not be libelous, impertinent or improper.

Responsibilities of the Chief Administrative Officer

- 18.6 If the Chief Administrative Officer determines the communication or presentation is within the governance authority of Council, the Chief Administrative Officer will:
- a) if it relates to an item already on the Agenda, deliver a copy of the communication or a summary of it to Councillors prior to or at the meeting at which the Agenda is being considered; or
 - b) acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.

Decisions on Communications

- 18.7 If the Chief Administrative Officer determines the communication and/or presentation is not within the governance authority of Council, the Chief Administrative Officer will:
- a) refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Councillors; and
 - b) take any other appropriate action on the communication.
- 18.8 If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council Agenda.
- 18.9 If the standards set out in section 18.5 are not met, the Chief Administrative Officer may file the communication without any action being taken.
- 18.10 The Chief Administrative Officer will respond to the person sending the communication and advise that person of the process to be followed and any action taken on the subject of the communication.

19. CONDUCT IN COUNCIL MEETINGS

Public Conduct

- 19.1 During a Council meeting, members of the public must:
- a) not approach or speak to Council without permission of the Chair;

- b) not speak on any matter for longer than ten (10) minutes unless permitted by the Chair;
- c) maintain order and quiet; and
- d) not interrupt a speech or action of Council or another person addressing Council.

19.2 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

Council Conduct

19.3 During a Council meeting, Council members must not:

- a) attack or question the motives of another Councillor, speak disrespectfully, or use offensive words or gestures;
- b) address Councillors without permission of the Chair;
- c) carry on a private conversation;
- d) break the rules of Council or disturb the proceedings;
- e) leave their seat or make any noise or disturbance while a vote is being taken or the result declared;
- f) make dilatory motions intended to obstruct the proceedings or thwart the will of Council; or
- g) disobey the decision of the Chair on any question of order, practice or interpretation.

Cell Phones and Personal Electronic Devices

19.4 During a meeting cell phones and other personal electronic devices shall be turned off other than devices explicitly used for Council proceedings. These devices may only be used for Council Proceedings during meetings, personal or entertainment activities during meetings are prohibited.

20. GENERAL

20.1 This Bylaw will come into force and effect on the final day of passing and signature thereof.

20.2 Bylaw 1208/2024 is rescinded.

Read for a first time this 15 day of July, 2025

Read for a second time this 15 day of July, 2025

Read a third time and passed this 15 day of July, 2025

Deputy Mayor Andy Folks

CAO Karen Fegan, CLGM