

Bylaw No. 1232-2025

COUNCIL PROCEDURES BYLAW

A BYLAW ESTABLISHING THE RULES OF PROCEDURE FOR COUNCIL MEETINGS AND COMMITTEE-OF-THE-WHOLE MEETINGS, AND FOR THE ESTABLISHMENT OF COUNCIL COMMITTEES

WHEREAS section 145(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended authorizes a council to pass a bylaw in relation to the procedures to be followed by Council, Council committees and other bodies established by the Council;

NOW THEREFORE, the Council of the City of Leduc in the Province of Alberta duly assembled, hereby enacts as follows:

PART 1 - INTERPRETATION AND APPLICATION

- 1.1 This Bylaw shall be known as the Council Procedures Bylaw.
- 1.2 This Bylaw shall apply to all meetings of Council and meetings of Committee-of-the-Whole.
- 1.3 If there is an inconsistency between this Bylaw and the Act, the Bylaw shall be of no force to the extent of the inconsistency.
- 1.4 Any matter of meeting procedure that is not provided for within the *Municipal Government Act*, other applicable legislation, or this Bylaw shall be determined in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*.

PART 2 - DEFINITIONS

- 2.1 "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26 and any regulations thereunder, as amended or replaced from time to time;
- 2.2 "Advertising Bylaw" means the City of Leduc's Bylaw No. 1197-2024;
- 2.3 "Bylaw" means Bylaw No. 1232-2025, the Council Procedures Bylaw;
- 2.4 "Chair" means the person responsible to preside over the meeting or the authority to preside over a meeting;
- 2.5 "City" means the Municipal Corporation of the City of Leduc;
- 2.6 "City Manager" means the Chief Administrative Officer of the City;
- 2.7 "Committee" means an advisory committee, board or other body, working group or organization established by Council.
- 2.8 "Committee-of-the-Whole" means a Committee-of-the-Whole established under this Bylaw;

- 2.9 “Consent Agenda” means a list of one or more agenda items that are included on the agenda of a Council Meeting, for which the recommendation shall be a single omnibus motion to approve all recommendations in the agenda reports for the agenda items listed on the Consent Agenda;
- 2.10 “Council” means the Council of the City of Leduc;
- 2.11 “Council Meeting” means a regular council meeting, a special council meeting, an Inaugural Meeting of council, or an organizational meeting of council.
- 2.12 “Council Member” means a Councillor or the Mayor;
- 2.13 “Councillor” means a member of Council, other than the Mayor;
- 2.14 “Electronic Communication” means a system that enables a Council Member, who is not physically in the room where a Council Meeting is held, to attend the meeting. This includes, but is not limited to, teleconferencing or online meeting management systems;
- 2.15 “Inaugural Meeting” means the first organizational meeting following a general election;
- 2.16 “Mayor” means the Chief Elected Official of the City of Leduc;
- 2.17 “Notice of Motion” means formal notice given to Council by a Council Member indicating their intent to present a motion for Council consideration at a later Council Meeting;
- 2.18 “Peace Officer” means a member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer, or a Special Constable;
- 2.19 “Public Commentary” means public commentary as provided for under this Bylaw; and
- 2.20 “Resolution” means a proposed motion approved by Council.

PART 3 - DUTIES OF THE MAYOR AND DEPUTY MAYOR

Chair

- 3.1 The Mayor shall chair all Council Meetings and all meetings of Committee-of-the-Whole at which they are physically in attendance.
- 3.2 The Mayor may delegate the authority to chair a Council Meeting or a meeting of Committee-of-the-Whole to another Council Member for the entirety of that meeting, or any portion thereof.
- 3.3 When the Mayor is attending a meeting via Electronic Communication, the meeting shall be chaired by a Council Member who is physically in attendance.
- 3.4 When all Council Members are attending a meeting via Electronic Communication, the Mayor shall chair the meeting.

Mayor

- 3.5 The Mayor shall be the spokesperson for Council and the primary contact for all requests for comment or interview from outside parties, including the media.
- 3.6 The Mayor may delegate the responsibility to be spokesperson for Council on a specific topic to a Councillor.
- 3.7 The Mayor shall provide recommendations to Council for the appointment of Council Members to Committees.

- 3.8 In the absence of the Mayor, the Deputy Mayor is authorized to fulfil the Mayor's responsibilities or duties.

Deputy Mayor

- 3.9 Appointments of Councillors to the position of Deputy Mayor for the upcoming year shall be made during the annual organizational meeting.
- 3.10 Each Councillor shall be appointed to the position of Deputy Mayor for two months each year.
- 3.11 In the absence of the Mayor, the Deputy Mayor is authorized to fulfil the Mayor's responsibilities or duties.
- 3.12 In the absence of the Mayor and the Deputy Mayor, the Councillor who is next scheduled to be Deputy Mayor is authorized to fulfil the Mayor's responsibilities or duties.
- 3.13 If, in addition to the Mayor and the Deputy Mayor, the Councillor who is next scheduled to be Deputy Mayor is also absent, the Councillor scheduled to be Deputy Mayor after that Councillor is authorized to fulfil the responsibilities or duties required of the Mayor.

PART 4 - MEETINGS

Regular Meetings

- 4.1 The schedule for regular Council Meetings for the upcoming year, including the date of the next organizational meeting, shall be established at the annual organizational meeting.

Organizational Meetings

- 4.2 An organizational meeting may be held as a stand-alone meeting, or alternately, the business items required to be addressed in an organizational meeting may be imbedded into the agenda of a regular Council Meeting.
- 4.3 At an organizational meeting, Council shall:
- 4.3.1 establish the time and dates of Regular Council Meetings for the upcoming year;
 - 4.3.2 establish the location of Regular Council Meetings;
 - 4.3.3 establish the date for the next organizational meeting;
 - 4.3.4 establish the schedule for the appointment of Councillors to the position of Deputy Mayor for the upcoming year; and
 - 4.3.5 appoint Council Members to Committees.

Inaugural Meeting

- 4.4 At the commencement of an Inaugural Meeting, the City Manager shall call the meeting to order and preside over the meeting until the completion of the administration of the oath of office for the Mayor, following which, the City Manager shall hand over the Chair to the Mayor for the remainder of the meeting.
- 4.5 The Mayor shall preside over the meeting for all remaining business items, beginning with the administration of the oaths of office for Councillors.

- 4.6 In addition to the administration of the oaths of office, the agenda of an Inaugural Meeting shall include all items required for an organizational meeting.

Special Meetings

- 4.7 Special Council Meetings may be called by the Mayor in accordance with the Act.

PART 5 - AGENDAS

- 5.1 An agenda shall be prepared for each meeting and shall list the order of business.
- 5.2 Agendas shall be approved by the Mayor, Deputy Mayor and City Manager, prior to the agenda being finalized and made available for distribution.
- 5.3 The order of business on an agenda for a regular Council Meeting shall include, but not be limited to, the following, subject to order changes as the Chair directs;
- 5.3.1 Call to Order
 - 5.3.2 Adoption of Agenda
 - 5.3.3 Consent Agenda
 - 5.3.4 Adoption of Previous Minutes
 - 5.3.5 Recognition Items
 - 5.3.6 Public Commentary
 - 5.3.7 Public Hearings
 - 5.3.8 Presentations
 - 5.3.9 Business
 - 5.3.10 Council Motions
 - 5.3.11 Bylaws
 - 5.3.12 Updates From Boards, Committees, Commissions and Authorities
 - 5.3.13 Information Reports
 - 5.3.14 Committee-of-the-Whole
 - 5.3.15 Business Arising from Committee-of-the-Whole
 - 5.3.16 Closed Session
 - 5.3.17 Business Arising from Closed Session
 - 5.3.18 Notices of Motion
 - 5.3.19 Adjournment
- 5.4 The agenda for a regular Council Meeting, together with all associated correspondence and reports, shall be submitted to each Council Member by 4:30 pm on the Thursday prior to the day of the Council Meeting.
- 5.5 The agenda shall be available to the public at the same time it is available to each Council Member, excluding any reports and associated information relative to proposed Closed Session agenda items.

Additions to the Agenda

- 5.6 A Council Member may move that an emergent item be added to the agenda prior to a vote on the approval of the agenda.
- 5.7 A Council Member may move that the proposed agenda for the meeting be approved, either as presented or as amended by the addition of one or more new items.
- 5.8 Before voting on whether to add an emergent item to the agenda, questions about the timing of the addition are permitted, however debate on the proposed item will not be permitted unless and until the item comes up in the order of business.

Order of Business

- 5.9 The order of business at a meeting is the order of the items on the agenda; however unless Council Members unanimously agree otherwise, outstanding agenda items from an adjourned previous meeting shall be dealt as a first order of business.

PART 6 - GENERAL RULES OF COUNCIL MEETINGS

- 6.1 Except as the Chair directs, all proceedings during a meeting must be directed through the Chair, including presentations, questions, responses, and debate.

Improper Conduct

- 6.2 The Chair of a meeting may expel from a meeting any Council Member or any person from the public who disturbs the proceedings of Council by words or actions.
- 6.3 The Chair may request a Peace Officer to remove a person expelled if that person refuses to leave.
- 6.4 If a person who has been expelled is attending the meeting via Electronic Communication and refuses to leave, the Chair may direct Administration to terminate the electronic connection with the person expelled.
- 6.5 A person expelled from a meeting shall not rejoin the same meeting but may attend a subsequent meeting unless prohibited from attending by operation of law.

Council Chambers Seating

- 6.6 The Mayor shall sit in the centre seat in Council Chambers.
- 6.7 A Council Member who is chairing a meeting in the absence of the Mayor, or has been delegated by the Mayor the responsibility to chair a meeting, may sit in the centre seat.
- 6.8 The assigned seats for Councillors for the full term of Council shall be established at the Inaugural Meeting, as per the method described in sections 6.11 to 6.13
- 6.9 Notwithstanding section 6.8, Council may reassign Councillor seating at a subsequent organizational meeting if two-thirds of Council vote in favour of a motion to do so.
- 6.10 The reassignment of Councillor seating, initiated by a Resolution as per section 6.9, may either follow the method described in sections 6.11 to 6.13, or another method specified by Resolution.
- 6.11 The six Councillors will choose their seats one at a time, in the order of their total time served on Council, historically, with the Councillor having the greatest total time serving on Council choosing first, and the Councillor with the least total time serving on Council choosing last.

- 6.12 If one or more Councillors have served on Council for an equal amount of time, those Councillors will make their selections in an order based on the number of votes that each of those Councillors received in the most recent general election, with the Councillor that received the greatest number of votes choosing first.
- 6.13 If one or more Councillors have served on Council for an equal amount of time and have received an equal number of votes in the most recent general election, the order in which those Councillors shall choose seats shall be determined by random draw conducted by the Mayor.
- 6.14 A Councillor who has been elected in a by-election shall sit in the seat assigned to the Councillor whose vacancy was the reason for the by-election.

Quorum

- 6.15 A majority of Council shall constitute quorum. If one or more Council positions are vacant, the number of Councillors required to establish quorum is not reduced.
- 6.16 After the time that a meeting is scheduled to start, the Chair shall call the meeting to order once quorum is present.
- 6.17 If quorum is not present within 30 minutes after the time that the meeting is scheduled to start, the minutes of the meeting shall show those names of the Council Members who are present and the meeting shall adjourn until the next regular meeting unless a special meeting is called in the meantime.
- 6.18 If quorum is lost after the meeting is called to order, whether due to the departure of one or more members, or by the loss of function of Electronic Communications utilized by one or more Council Members to attend the meeting, the meeting shall be suspended until quorum is re-established. If quorum is not re-established within thirty (30) minutes, the meeting shall automatically be adjourned.

Meeting Chair

- 6.19 If the Mayor is not in attendance at the beginning of a Council Meeting, but arrives before the meeting is adjourned, the Councillor chairing the Council Meeting shall relinquish the Chair to the Mayor upon the conclusion of the agenda item under consideration by Council when the Mayor joined the meeting, unless the Mayor allows the Councillor to continue as Chair for the remainder of the Council Meeting.

Minutes

- 6.20 Every motion shall be recorded in the meeting minutes, along with the name of the Council Member who moved it.
- 6.21 If the vote on a motion is unanimous, it shall be so indicated in the meeting minutes.
- 6.22 If the vote on a motion is not unanimous, the minutes shall state the names of the Council Members in attendance and state whether each Council Member voted for the motion, against the motion, or abstained from voting on the motion.
- 6.23 A Council Member shall not leave the room where a Council Meeting is being held between the time when the vote on a motion has been called and the time when the result of the vote has been declared.
- 6.24 If a Council Member arrives after a meeting has commenced, leaves before a meeting is adjourned, or is temporarily absent from the meeting when a vote has been called on a motion, their absence shall be recorded in the minutes.

- 6.25 Minutes of meetings shall be made available to the public as soon as is practical after the minutes have been adopted.

PART 7 - MEETING PROCEEDINGS

Consent Agenda

- 7.1 Council members shall vote on approval of the Consent Agenda as may be presented. Prior to the vote on approval of the Consent Agenda, any agenda item included in the Consent Agenda shall be removed from the Consent Agenda upon request of a Council Member.
- 7.2 There shall be no debate of agenda items included in the Consent Agenda.
- 7.3 In the event a Council Member declares a pecuniary interest or conflict of interest related to an item on the Consent Agenda, that item shall be excluded from the vote for the approval of the Consent Agenda. An item so excluded shall be the subject of a separate vote of the remaining Council Members for consent approval without discussion or debate.
- 7.4 Passing of a motion to approve a Consent Agenda shall be deemed to be approval of all recommendations included in the agenda reports of agenda items included in the Consent Agenda.
- 7.5 If an agenda item listed in a Consent Agenda does not contain a recommendation, the passing of a motion to approve the Consent Agenda shall be deemed to be approval of a motion to receive that agenda report as information.
- 7.6 No more than one reading of a bylaw may be passed as part of a Consent Agenda.

Notices of Motion

- 7.7 A Council Member may give a Notice of Motion either:
- 7.7.1 when the "Notice of Motion" item on the agenda is addressed by Council; or
 - 7.7.2 upon the conclusion of consideration of an agenda item, the topic of which is related to the topic matter of the Notice of Motion.
- 7.8 A Notice of Motion shall state:
- 7.8.1 the wording of the motion that the Council Member intends to move; and
 - 7.8.2 a proposed date for the meeting at which the Council Member intends to move the motion.
- 7.9 When a Notice of Motion has been given, the motion stated in the Notice of Motion shall be included as an agenda item in the "Council Motions" portion of the Council Meeting that was specified in the Notice of Motion.
- 7.10 The City Manager may prepare a report, for inclusion in the agenda package for the Council Meeting in which a "Council Motion" is scheduled, which may include recommendations, background information, or other materials that the City Manager deems to be relevant to the topic of the "Council Motion".
- 7.11 There shall be no debate on a "Council Motion" until the proposed motion has been moved.

- 7.12 A motion that has been included in a Notice of Motion may be moved only by the Council Member that gave the Notice of Motion.
- 7.13 The wording of a motion of a “Council Motion” must be the same as was included in the Notice of Motion that initiated it, unless Council unanimously approves a different wording by Resolution.
- 7.14 A “Council Motion” may be amended.
- 7.15 If a Council Member who has given a Notice of Motion is not in attendance at the meeting at which their “Council Motion” is included on the agenda, the motion shall not be addressed at that meeting, and the item will automatically be included on the agenda of the next regular Council Meeting. If that Council Member is not in attendance at the next regular Council Meeting, the item shall not appear on any subsequent Council Meeting agenda unless a new Notice of Motion is given.
- 7.16 A new motion relating to an emergent issue may be introduced for Council consideration, without a prior Notice of Motion, if a motion to consider is approved by two-thirds of Council Members present at the meeting.

Points of Order

- 7.17 A Council Member may interrupt the meeting proceedings to raise a point of order:
 - 7.17.1 to question a procedural decision or interpretation made by the Chair or another member;
 - 7.17.2 to bring attention to a potential or actual breach of the rules of this Bylaw; or
 - 7.17.3 to bring attention to a potential or actual breach of the Act or other governing legislation.
- 7.18 Any point of order must be raised immediately after the occurrence that is the subject of the point of order.
- 7.19 The Chair must rule on the point of order by agreeing or disagreeing with the point of order and stating the reasons for their ruling.
- 7.20 There shall be no debate on a point of order.
- 7.21 Points of order are not recorded in the minutes of the meeting.

Points of Privilege

- 7.22 A Council Member may interrupt the meeting proceedings to raise a point of privilege:
 - 7.22.1 to question the appropriateness of the treatment and conduct of Council Members, City employees, or the public during the meeting;
 - 7.22.2 to raise awareness of anything that may inhibit a Council Member’s ability to see or hear the proceedings;
 - 7.22.3 to raise awareness of problems with the effectiveness of the technology used to support the meeting; or
 - 7.22.4 to raise awareness of the conditions of the room used to hold the meeting that may be impacting the ability of one or more Council Members to participate in the meeting, including, but not limited to, distracting or unwanted noise, or bright lights.

- 7.23 Any point of privilege must be raised immediately after the occurrence that is the subject of the point of order.
- 7.24 The Chair must rule on the point of privilege by agreeing or disagreeing with the point of privilege and stating the reasons for their ruling.
- 7.25 There shall be no debate on a point of privilege.
- 7.26 Points of privilege are not recorded in the minutes of the meeting.

Challenges of the Chair

- 7.27 A Council Member may challenge a ruling of the Chair, including a ruling on a point of order or a point of privilege.
- 7.28 Council Members shall vote on whether to uphold or overturn the ruling of the Chair.
- 7.29 The decision of the members is final.
- 7.30 There shall be no debate on a challenge of the Chair and challenges of the Chair are not recorded in the minutes of the meeting.

Closed Session Items

- 7.31 Before closing all, or any part of, a Council or Committee meeting to the public, a Resolution is required:
 - 7.31.1 stating the part of the meeting to be closed to the public, and
 - 7.31.2 citing the legislative exception(s) to disclosure that provide the rationale for not conducting that portion of the meeting in public.
- 7.32 The names of every person in attendance during a Closed Session shall be recorded in the minutes of the meeting.
- 7.33 A Resolution is required to move the meeting back to Open Session at the conclusion of the Closed Session portion of the meeting.

Participation in Meetings Through Electronic Communication

- 7.34 A Council Member may attend a Council Meeting, or a portion of a regular Council Meeting, through Electronic Communication.
- 7.35 A Council Member who wishes to participate in a regular Council Meeting via Electronic Communication must provide notice of their intent as soon as possible to the City Manager and City Clerk.
- 7.36 A Council Member who wishes to participate in a Closed Session portion of a regular Council Meeting via Electronic Communication must ensure that no other person can see or hear the proceedings of the Closed Session, unless that person has been authorized by Council to observe or participate in the meeting.

Presentations

- 7.37 When a person wishes to appear at a regular Council Meeting to make a presentation to Council, a written request must be submitted to the City Clerk no later than 12:00 noon on the Tuesday of the week prior to the meeting.
- 7.38 A written request to present at a Council Meeting shall be legible and contain adequate information to enable Council to deal with the matter. Adequate information includes, but is not limited to, the following:

- 7.38.1 name, address, telephone number and email address of the person wishing to make the presentation;
 - 7.38.2 clearly identify the topic to be discussed;
 - 7.38.3 clearly identify the request being made to Council, if applicable; and
 - 7.38.4 contain any background information to support the request, including any PowerPoint slides or similar presentation media, if applicable.
- 7.39 A presentation request shall not be considered granted until confirmation of approval has been sent to the requester, including the date of the Council Meeting at which the presentation has been scheduled.

Public Commentary

- 7.40 A person may register to request an opportunity to address Council during the Public Commentary portion of a Council Meeting. The purpose of Public Commentary is to allow people an opportunity to come before Council during a Council Meeting in order address Council on a matter pertaining to City business, in an abbreviated and less formal manner than would otherwise be more appropriate for a Presentation.
- 7.41 When registering to request an opportunity to address Council during the Public Commentary portion of a Council Meeting, a person must provide:
- 7.41.1 their name;
 - 7.41.2 their telephone number and/or email address, if applicable;
 - 7.41.3 their home address or property address;
 - 7.41.4 the date of the Council Meeting at which they are requesting to address Council; and
 - 7.41.5 the topic about which they intend to speak.
- 7.42 The Chair of the Council Meeting may reject requests to make public comment, or may otherwise interrupt or terminate the comment, if the subject matter discussed or to be discussed includes commentary or material that:
- 7.42.1 promotes harassment or discrimination against an individual or group based on factors such as race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
 - 7.42.2 singles out an individual member or members of City staff;
 - 7.42.3 is an unreasonable invasion of a third party's personal privacy as per provincial legislation;
 - 7.42.4 is contrary to the values enshrined in the Canadian Charter of Rights and Freedoms;
 - 7.42.5 is against public decency;
 - 7.42.6 is related to an unresolved legal matter involving the City;
 - 7.42.7 is otherwise not germane to City business or matters of public interest; or
 - 7.42.8 is on the agenda.

- 7.43 When addressing Council during the Public Commentary portion of a Council Meeting, the speaker may speak only to the topic specified when registering. If a speaker provides commentary that is not related to the topic specified in their registration, they may be asked by the Chair to return to their registered topic, and if they do not comply, may be required to discontinue their commentary and may be ejected from the Council Chambers for the remainder of the Council Meeting.
- 7.44 Public Commentary shall be verbal only; no audio-visual presentations shall be permitted.
- 7.45 Public Commentary by any single individual may not exceed five (5) minutes in length unless allowed by the Chair.
- 7.46 Council may, by motion, abridge these rules for Public Commentary at any time.

Adjournment

- 7.47 A Council Meeting may be adjourned:
 - 7.47.1 by declaration of the Chair; or
 - 7.47.2 by a majority vote of Council.
- 7.48 If a meeting is adjourned before all items on the agenda have been addressed, the outstanding agenda items from the adjourned Council Meeting shall be added to the agenda of the next Council Meeting, and unless Council Members unanimously agree otherwise, shall be dealt with as the first order of business.
- 7.49 When consideration of an uncompleted matter or motion from an adjourned Council Meeting is addressed at a subsequent Council Meeting, consideration of the matter or motion shall resume as it was when the meeting was adjourned, including any pending motion or amendments to a motion.

PART 8 - MOTIONS

- 8.1 A motion does not require a seconder.
- 8.2 When a motion has been moved and is being considered, a member cannot move another motion except for:
 - 8.2.1 an amending motion
 - 8.2.2 a motion to postpone
 - 8.2.3 a motion to refer;
 - 8.2.4 a motion to recess; or
 - 8.2.5 a motion to adjourn.

Amending Motions

- 8.3 A Council Member may propose an amendment to a motion by moving an amending motion. The amending motion must be made after the original motion has been made and prior to the vote on the original motion.
- 8.4 Once an amending motion has been moved, debate may only be about the amendment to the original motion, and further debate on the original motion shall not proceed until the amending has been resolved.

- 8.5 Am amending motion may be amended.
- 8.6 Only one amending motion and only one amendment to an amending motion are permitted at any given time. In such a case, the motion to amend the amending motion shall be resolved before consideration of the first amending motion.
- 8.7 If a motion is amended, the mover of the original motion is still considered the mover of the amended motion.

Motions to Table

- 8.8 A Council Member may move to table a matter or motion, including any pending amendments to a motion that have not yet been voted on, to consider the matter or motion at a later time in the same Council Meeting or meeting of Committee-of-the-Whole.
- 8.9 A motion to table shall specify if the matter or motion will be tabled:
 - 8.9.1 until a specified time;
 - 8.9.2 until after the completion of a specified task, process or event; or
 - 8.9.3 until after the completion of a specified agenda item.
- 8.10 When consideration of a matter or motion resumes after being tabled, consideration of the matter or motion resumes as it was when it was atbled, including any pending amendments to a motion.
- 8.11 A motion to table is debatable and may be amended, but debate may only be about whether to table the original motion, or the time to which the matter or motion will be tabled.

Motions to Postpone

- 8.12 A Council Member may move to postpone a matter or motion, including any pending amendments to a motion that have not yet been voted on, to consider the matter or motion at a later date.
- 8.13 A motion to postpone shall specify if the matter or motion will be postponed:
 - 8.13.1 until a specified future date;
 - 8.13.2 until the completion of a specified event;
 - 8.13.3 before the commencement of a specified event; or
 - 8.13.4 until after the completion of a specified task or process.
- 8.14 When consideration of a matter or motion resumes after being postponed, consideration of the matter or motion resumes as it was when it was postponed, including any pending amendments to a motion.
- 8.15 A motion to postpone is debatable and may be amended, but debate may only be about whether to postpone the matter or motion, or the date to which the matter or motion will be postponed.

Motions to Refer

- 8.16 A Council Member may move to refer a matter or motion, including any pending amendments to a motion, to Administration, a Committee, or another body to:
 - 8.16.1 complete further actions;

- 8.16.2 provide recommendations; or
- 8.16.3 to provide a report with additional information on the matter or motion.
- 8.17 A motion to refer is debatable and may be amended, but debate may only be about whether to refer the original motion.

Motion to Recess

- 8.18 If a motion to recess has been moved after another motion has been moved, but before that motion has been voted on, debate on the original motion must cease, and any further debate must be limited to whether to recess the meeting.

Motion to Adjourn

- 8.19 If a motion to adjourn has been moved after another motion has been moved, but before the original motion has been voted on, debate on the original motion must cease, and any further debate must be limited to whether to adjourn the meeting.

Severing Motions

- 8.20 When a motion has two or more recommendations, a Council Member may request, after a motion has been moved but before the vote on the motion, that the recommendations be severed and considered as separate motions.
- 8.21 When a motion has two or more distinct clauses, a Council Member may request, after a motion has been moved but before the vote on the motion, that the clauses be severed and considered as separate motions.
- 8.22 When a motion is severed to separate two or more distinct clauses, any Council Member may propose minor re-wording of the resulting severed motions so that each of the severed motion contains any necessary context and clarity.
- 8.23 The Chair shall determine whether the requested severance, and any proposed minor re-wording be implemented.
- 8.24 If a motion is severed, the mover of the original motion is still considered the mover of the severed motions.

Motions Out of Order

- 8.25 The Chair may rule a motion out of order. When ruling a motion out of order, the Chair must provide the reasons for their ruling and may consider, but is not limited to, the following:
 - 8.25.1 whether the motion is germane to the matter under consideration;
 - 8.25.2 whether the motion would infringe on the authority of the City Manager as provided for in the Act;
 - 8.25.3 whether the motion would be contrary to the bylaws of the City, the Act, or other governing legislation;
 - 8.25.4 whether an amending motion would nullify or contradict the intent of the original motion;
 - 8.25.5 whether the motion is outside of the authority or jurisdiction of the City; and
 - 8.25.6 whether the motion, or a substantially similar motion, has been considered within the previous six months, in which case the motion is out of order.

- 8.26 Motions ruled out of order are no longer motions and are not considered by Council or the Committee and are not recorded in the meeting minutes.

Motions to Receive as Information

- 8.27 A motion to receive a report or presentation as information, whether the report or presentation has been provided verbally or in writing, has the effect of acknowledging that the report was presented to Council and ensuring that a record of it having been provided to Council is included in the minutes of the meeting at which it was provided.
- 8.28 Receiving a report or presentation as information does not endorse the conclusions of the report or presentation nor does it adopt any of the recommendations of the report or presentation, or give direction for the initiation of any actions that may be related to the report or presentation.

Motions to Reconsider

- 8.29 A Council Member may move to reconsider a motion during the same meeting in which that original motion was voted on.
- 8.30 The Council Member moving a motion to reconsider must have voted on the prevailing side of the original motion, except in the case of a motion defeated on a tie, in which case any Council Member who voted in favour of the original motion may move the motion to reconsider.
- 8.31 If a motion to reconsider passes, the original motion is brought back for consideration as if the mover of the original motion had just made the motion.
- 8.32 A motion can only be reconsidered once during the same meeting, and a motion to reconsider cannot be reconsidered or rescinded.
- 8.33 A motion to reconsider is debatable and cannot be amended.

Motions to Rescind

- 8.34 A Council Member may move to rescind a motion that was passed at an earlier meeting.
- 8.35 The Council Member moving a motion to rescind must have voted on the prevailing side of the original motion.
- 8.36 Notwithstanding section 8.35, a Council Member who did not vote on the prevailing side of a motion, may move a motion to rescind that motion if a Notice of Motion has been provided to Council.
- 8.37 A motion cannot be rescinded if the motion has resulted in an irreversible action.
- 8.38 If a Council Member wishes to amend the wording of a motion passed at an earlier meeting, they should first move to rescind the original motion and then proceed to move an amended version of the original motion.
- 8.39 A motion to rescind is not debatable, and cannot be amended, reconsidered or rescinded.

PART 9 - ADVISORY COMMITTEES OR BOARDS

- 9.1 Council may, by bylaw, establish a Committee.

- 9.2 The Mayor may make recommendations to Council for the appointment of Council Members to Committees, Commissions, or other bodies to which Council has the authority to appoint members.
- 9.3 The appointment of Council Members to Committees, Commissions, or other bodies to which Council has the authority to appoint members shall be made during an organizational meeting, unless an appointed position becomes vacant and Council believes it requires a new appointment before the next organizational meeting.
- 9.4 The appointment of members of the public to Committees, Commissions, or other bodies to which Council may appoint public members shall be made in accordance with the City's Board and Committee Selection Policy No. 12.09:1.
- 9.5 A bylaw adopted pursuant to section 9.1 shall include the following:
 - 9.5.1 the purpose and mandate of the Committee;
 - 9.5.2 the authorities and responsibilities of the Committee;
 - 9.5.3 the membership of the Committee; and
 - 9.5.4 the term of office of Committee members.
- 9.6 Notwithstanding section 9.1, a bylaw is not required to establish an ad hoc working group.
- 9.7 When an ad hoc working group is established, the Resolution or bylaw establishing the ad hoc working group shall specify:
 - 9.7.1 the purpose of the ad hoc working group;
 - 9.7.2 the authorities and responsibilities of the ad hoc working group;
 - 9.7.3 the membership of the ad hoc working group; and
 - 9.7.4 when the ad hoc working group shall be dissolved, whether that be on a specified date, upon the occurrence of a specified event, or upon the completion of a specified task.
- 9.8 Council may, by bylaw, establish separate procedures for meetings of Committees, however in the absence of such procedures, the Committee must comply with the procedures of this Bylaw and the *Municipal Government Act*, as applicable, with all necessary modifications including the following:
 - 9.8.1 any reference to the Mayor shall be treated as a reference to the Chair of the Committee;
 - 9.8.2 any reference to a Council Member shall be treated as a reference to a member of the Committee; and
 - 9.8.3 any reference to Council shall be treated as a reference to the Committee.
- 9.9 Council Members who are appointed to a Committees have the responsibility of updating Council on the activities of the Committee to which they are appointed.

PART 10 - COMMITTEE-OF-THE-WHOLE

- 10.1 A Council Committee is hereby established called "Committee-of-the-Whole"
- 10.2 All members of Council are members of Committee-of-the-Whole.

- 10.3 The purpose of Committee-of-the-Whole is to review matters or receive information referred it by Administration or by members of Council.
- 10.4 A stand-alone meeting of Committee-of-the-Whole may be scheduled by Resolution.
- 10.5 The agenda for a regular Council Meeting may designate a portion of the meeting as a session of the Committee-of-the-Whole, during which the relaxation of Council procedures shall apply.
- 10.6 When a session of Committee-of-the-Whole is included in the agenda for a regular Council Meeting, a Resolution is not required for Council to commence sitting as Committee-of-the-Whole nor to return to sitting as Council.
- 10.7 During a Regular Council Meeting, Council may, by Resolution, move into a session of Committee-of-the-Whole, during which, the relaxation of Council procedures shall apply.
- 10.8 In order to facilitate a less structured format for discussions, during a meeting of Committee-of-the-Whole, all comments are not required to be directed through the Chair.
- 10.9 Committee-of-the-Whole may not make motions or take votes except as follows:
 - 10.9.1 to approve the meeting agenda of a Committee-of-the-Whole meeting;
 - 10.9.2 to approve minutes of previous Committee-of-the-Whole meetings;
 - 10.9.3 to refer a matter to Administration for further research and to present the results of that research and recommendations to either Committee-of-the-Whole or to Council.
 - 10.9.4 to receive a report as information;
 - 10.9.5 to table discussion on a matter until later in the same meeting;
 - 10.9.6 to defer discussion on a matter until a later date, or until after the completion of a specific task or event; or
 - 10.9.7 to comply with sections 7.30 to 7.32, when closing or reopening the meeting to the public.

PART 11 - PUBLIC HEARINGS

- 11.1 The purpose of a public hearing is to provide an opportunity for Council to hear submissions from any concerned person, group of persons, or person representing a group that claims to be affected by the bylaw or other matter that is the subject of the public hearing. Debate on the bylaw or other matter that is the subject of the public hearing shall not be conducted during the public hearing.
- 11.2 In addition to public hearings required by provincial legislation, Council may hold “non-statutory public hearings” on any other matter.
- 11.3 Non-statutory public hearings shall follow the same procedures as those for public hearings required by provincial legislation.
- 11.4 Notice to the public of a public hearing shall be as per the terms of the Advertising Bylaw.
- 11.5 A person who wishes to speak during a Public Hearing must register before the meeting.

- 11.6 A person who wishes to use PowerPoint slides or similar presentation media as a part of, or in support of, their presentation during a Public Hearing, must submit their slides or media to the City Clerk no later than 12:00 noon on the Tuesday of the week prior to the meeting.
- 11.7 All public hearings shall be conducted in a manner that allows attendance by Electronic Communication.
- 11.8 A person wishing to attend a public hearing by Electronic Communication, must register with the City Clerk's Office by 12:00 pm on the day of the public hearing.
- 11.9 Within a public hearing, a motion to "recess" shall have the effect of pausing the public hearing until a later time in the meeting during which the public hearing is being held, or until a later date.
- 11.10 Within a public hearing, a motion or declaration by the Chair to "adjourn" shall have the effect of concluding the public hearing but shall not be considered to be an adjournment of the meeting during which the public hearings is being held.

PART 12 -REPEAL

- 12.1 Bylaw No. 493-2001 is hereby repealed.

PART 13 - ENACTMENT

- 13.1 This Bylaw shall come into effect on November 3, 2025.

READ A FIRST TIME IN COUNCIL THIS Xth DAY OF MONTH, 2025.

READ A SECOND TIME IN COUNCIL THIS Xth DAY OF MONTH, 2025.

READ A THIRD TIME IN COUNCIL THIS Xth DAY OF MONTH, 2025.

MAYOR

CITY CLERK

Month XX, 2025

Date Signed