

BYLAW NO. 1477-21

BEING A BYLAW OF THE TOWN OF THREE HILLS IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL AND COMMITTEES, AND TO DEFINE CERTAIN DUTIES OF COUNCIL.

WHEREAS pursuant to the provisions of the *Alberta Municipal Government Act*, RSA 2000, Chapter M-26, as amended, a Council may pass bylaws respecting the procedure and conduct of Council, Council committees, and the conduct of members thereto;

WHEREAS pursuant to the *Alberta Municipal Government Act*, RSA 2000, Chapter M-26, as amended, a Council may by bylaw delegate its powers, duties, or functions to a Council committee;

NOW THEREFORE the Council of the Town of Three Hills, duly assembled hereby enacts as follows:

PART 1: SHORT TITLE

1.1 This Bylaw will be called "*Council Procedural Bylaw*."

PART 2: DEFINITIONS & REFERENCE

- 2.1 "Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26, together with all regulations thereunder, and any amendments or successor legislation thereto;
- 2.2 "Acting Mayor" means the member selected by the Council to act in the absence or incapability of both the Mayor and Deputy Mayor;
- 2.3 "Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- 2.4 "Administration" means Town employees including but not limited to the CAO;
- 2.5 "Agenda" is the list of items and orders of business for any meeting of Council or its committees;
- 2.6 "Amend a Resolution Previously Adopted" means to bring forward to a later meeting an amendment to a previously successful resolution;
- 2.7 "Bylaw" is a Bylaw of the Town of Three Hills;
- 2.8 "Chairman" or "Chair" is the person presiding at meetings, and, when in attendance at a Council meeting, shall mean the Mayor or other person who has the authority to preside over the meeting;
- 2.8 "Chief Administrative Officer (CAO)" shall mean the Chief Administrative Officer for the Town of Three Hills or his designate;
- 2.9 "Clear Days" as set out in the *Interpretation Act*, RSA 2000, c.I-8, as amended, means, in calculating the number of days, that the days on which the events happen shall be excluded;
- 2.10 "Closed Session" (in camera) means a meeting or portion thereof at which only Councillors and

other persons specified by Council may attend;

- 2.11 “Committee” means a Council Committee, board, commission or other body established by Council under the *Municipal Government Act*;
- 2.12 “Committee of the Whole” means a committee comprised of all Councillors which conducts itself as a Committee of Council;
- 2.13 “Council” shall mean the body of elected officials who govern the Town;
- 2.14 “Councillor” means a duly elected Councillor of the Town;
- 2.15 “Delegation” shall be one or more persons who have formally requested and been granted an audience with Council at a Regular Meeting in accordance with this bylaw;
- 2.16 “Deputy Mayor” is the member of Council who is appointed to act as Mayor in the absence or incapacity of the Mayor;
- 2.17 “Group” means two (2) or more Persons gathered together by a common interest in any matter, one of whom shall be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the Persons he or she represents;
- 2.18 “Mayor” means the that member of Council elected pursuant to the *Local Authorities Election Act* and the *Municipal Government Act* to the office of the Chief Elected Official;
- 2.19 “Meeting” means an Organizational Meeting, Regular Meeting and Special Meeting of Council held in accordance with the Act and includes a Meeting of a Committee established by Council;
- 2.20 “Minutes” means the record of decisions of any meeting recorded in the English language without note or comment;
- 2.21 “Motion” is a binding directive of Council approved at a duly assembled Council meeting. For the purpose of this bylaw the term Resolution and Motion mean the same.
- 2.22 “MGA” means the *Alberta Municipal Government Act*, RSA 2000, Chapter M-26, as amended,
- 2.23 “Order of Business” means the order of business and time schedule for a meeting of Council;
- 2.24 “Organizational Meeting” is a Meeting of Council held in accordance with the Act;
- 2.25 “Person” shall include an individual, partnership, association, body corporate, trustee, executor, administrator or legal representative;
- 2.26 “Point of Information” is a request directed through the Chairperson to another Councillor or to staff for information relevant to the business at hand but not related to a Point of Procedure;

- 2.27 "Point of Order" means a demand by a Councillor that the Chairperson enforce the rules of procedure;
- 2.28 "Point of Privilege" refers to all matters affecting the rights and exemptions of Council collectively or the position and conduct of Council in their respective character as elected representatives;
- 2.29 "Point of Procedure" is the raising of a question by a Councillor, directed to the Chairperson, to call attention to any departure from The Meeting Procedure Bylaw or to obtain information on a matter of parliamentary law or the rules of the Town bearing on the business at hand in order to assist a Councillor to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion;
- 2.30 "Public Hearing" is a pre-advertised meeting of Council convened to hear matters pursuant to:
- (a) the Alberta *Municipal Government Act*, or
 - (b) any other Act;
 - (c) any other matter that Council directs to be considered at a Public Hearing; and is separate from a Regular Meeting of Council;
- 2.31 "Question of Privilege" is the raising of a question which concerns a member of Council or Council collectively, when a member of Council has spoken disrespectfully towards a Councillor or Council, or when he/she believes the comments have been misunderstood or misinterpreted by another member of Council;
- 2.32 "Quorum" is a majority of those Councillors elected and serving on Council, except where special Committee policies have been passed;
- 2.33 "Regular Meeting" is a meeting of Council held in accordance with the Act;
- 2.34 "Resolution" is a binding directive of Council approved at a duly assembled Council meeting. For the puprose of this bylaw the term Resolution and Motion mean the same.
- 2.35 "Special Meeting" is a meeting of Council called and held in accordance with the Act.
- 2.36 "Town" shall mean the Town of Three Hills;
- 2.37 "Unfinished Business" is business which was on the agenda at the same or a previous meeting and which was not completed.

INTERPRETATION

- 2.38 Whenever the singular masculine gender is used in this Bylaw, the same shall include the feminine and neutral gender whenever context requires.

PART 3: APPLICATION

- 3.1 This Bylaw shall govern the conduct of Meetings and Committees established by Council and shall be binding upon all Committee members whether Councillors or a member of the public appointed by Council to a Committee of Council.
- 3.2 When any matter relating to the meeting proceedings is not addressed in this Bylaw, Robert's Rules of Order, if applicable, shall apply.
- 3.3 The precedence of the rules of governing the procedures of Council is:
- (a) the *Municipal Government Act*;
 - (b) other provincial legislation;
 - (c) this Bylaw; and
 - (d) Roberts' Rules of Order Newly Revised

PART 4: ROLES AND DUTIES OF COUNCIL

- 4.1 Council is responsible:
- (a) for developing and evaluating the policies and programs of the municipality; and
 - (b) for ensuring the powers, duties and functions expressly given to the Council under this or any other Act and carried through.
 - (c) Carrying out the power powers, duties and functions expressly given to the Council under this or any other Act and carried through.
- 4.2 Each member of Council has the following duties:
- (a) to consider the welfare and interests of the municipality as a whole and to bring to the Council's attention anything that would promote the welfare and/or interest of the municipality;
 - (b) to participate generally in developing and evaluating the policies and programs of the municipality, through participation of Council, Council committees and other bodies to which the member is appointed by the Council
 - (c) to participate in meetings of the Council and of Council committees and other bodies to which the member is appointed by the Council;
 - (d) to obtain information about the operation or administration of the municipality from the CAO;
 - (e) to keep in confidence a matter that is discussed at a meeting closed to the public and that the committee decides to keep confidential until the matter is dicussed at a meeting of the Council or of a committee conducted in public;

- (f) to perform any other duty or function imposed on the member of Council by the Alberta *Municipal Government Act* of Alberta or any other Act.

PART 5: CONDUCT OF MEETINGS

5.1 Quorum

- (a) Regular meetings of Council shall be held on the dates established annually by Council at their organizational meeting.
- (b) As soon as there is a Quorum of Councillors after the hour fixed for the meeting, the Chairman shall take the chair and call the Meeting to order.
- (c) Unless a Quorum is present within 30 minutes after the time appointed for the Meeting, the Meeting shall stand adjourned until the next regular Meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned Meeting. The CAO shall record the names of the Councillors present at the expiration of the 30 minute time limit and such record shall be appended to the next Agenda.
- (d) The only action that can legally be taken in the absence of Quorum is to extend the time to which to adjourn (if more than 30 minutes is being allowed), adjourn, recess or to take measures to obtain a Quorum.
- (e) In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

5.2 Chairman

- (a) The Chairman shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Councillor from any ruling of the Chair.
- (b) The Chairman shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
- (c) The Chairman may invite Persons forward from the audience to speak with the permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

5.3 Conduct

- (a) Councillors shall not:
 - (i) use offensive words or unparliamentary language in the meeting and shall refrain from abusive conduct, personal attacks or verbal attacks upon the character or motives of other Councillors of Council, boards, commissions, committees, staff or

the public;

- (ii) disobey the rules of the meeting or disturb the proceedings;
 - (iii) disobey the decision of the Chairperson or of Councillors on any question of order, practice or interpretation;
 - (iv) leave their seat while a vote is being taken and until the result is declared;
 - (v) interrupt a Councillor while speaking, except to raise a Point of Procedure or Question of Privilege;
 - (vi) engage in any other conduct in contravention of an Act of Canada or Alberta or a Council-approved Bylaw or Policy; or
 - (vii) pass between a Councillor who is speaking and the Chair.
- (b) A Councillor who wishes to leave the meeting prior to adjournment shall so advise the Chairperson and the time of departure shall be noted in the minutes
 - (c) Refer to the Town 'Code of Conduct' Bylaw, as amended from time to time.

5.4 Calling a Councillor to Order

- (a) When a Councillor has been warned about breaches of conduct but continues to engage in them, the Chair may name the Councillor by stating the Councillor's name and declaring the offence.
- (b) The offence must be noted in the minutes.

5.5 Effect of Naming Councillor

- (a) If a Councillor who has been named apologizes for a breach of conduct and withdraws any objectionable statements, then:
 - (i) that Councillor may remain and continue participating in the meeting; and
 - (ii) the Chair may direct that the notation of the offence be removed from the minutes; or
- (b) If a Councillor who has been named fails or refuses to apologize, then:
 - (i) Council may pass a motion to:
 - (a) censure the Councillor; or
 - (b) require that Councillor to immediately leave Council Chambers for the remainder of the meeting or until the Councillor apologizes and withdraws the objectionable statements.

- (ii) Council must, without debate, vote on the motion under this Section; and
- (iii) A majority vote carries the motion.

5.6 Removal of Councillor

- (a) If a Councillor has been expelled pursuant to Section 5.5 (b), that Councillor must leave Council Chambers immediately.
- (b) The Chair may request a Community Peace Officer or a member of the Royal Canadian Mounted Police to remove an expelled Councillor if that Councillor does not leave voluntarily.

5.7 Disturbance by Public

- (a) The Chair may order any member(s) of the public who disturbs the proceedings of Council by words or actions to be expelled.
- (b) Members of the public who constitute the audience in the Council Chambers during a meeting of Council:
 - (i) May not address Council without permission of the Council
 - (ii) Shall maintain order and quiet; and
 - (iii) Shall not applaud or otherwise interrupt any speech or action of the member, or any other person of Council

5.8 Questions Of Privilege:

- (a) A Councillor who desires to address the meeting upon a matter which concerns the rights or privileges of the Councillors collectively, or of himself/herself as a Councillor personally, shall be permitted to raise such Question of Privilege.
- (b) A Question of Privilege shall take precedence over other matters and while the Chairman is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

5.9 Points Of Procedure:

- (a) A Councillor who desires to call attention to a violation of this Bylaw shall ask leave of the Chairman to raise a Point of Procedure. When leave is granted, the Councillor shall state the Point of Procedure with a concise explanation and shall attend the decision of the Chairman upon the Point of Procedure. The speaker in possession of the floor when the Point of Procedure was raised shall have the right to the floor when debate resumes.
- (b) A Councillor called to order by the Chairman shall immediately vacate the floor until the Point of Procedure is dealt with and shall not speak again without the permission of the Chairman unless to appeal the ruling of the Chair.

5.10 Appeal Ruling:

- (a) The decision of the Chairman shall be final, subject to an immediate appeal by a Councillor

of the meeting.

- (b) If the decision is appealed, the Chairman shall give concise reasons for his ruling and a majority of the Councillors present at the Meeting, without debate, shall decide the question. The ruling of the Councillors shall be final.
- (c) A Councillor may request, a re-assessment of an appeal ruling if, in the opinion of Council, new information is brought forward that materially affects the appeal ruling made by Council. In such cases, Council shall receive the new information and determine, by Resolution, whether to uphold, revise/amend or dismiss the original appeal decision.

PART 6: ORDER OF BUSINESS

- 6.1 The Order of Business at a Meeting is the order of the items on the Agenda except:
- (a) when a previous Meeting has been adjourned for lack of Quorum and no Special Meeting has been called to deal with the business of the adjourned Meeting, the Agenda items from the adjourned Meeting must be dealt with before any items on the current Agenda;
 - (b) when Council alters the Order of Business for the convenience of the Meeting by a majority vote
 - (c) when the same subject matter appears in more than one place on an Agenda and Council decides, by motion, to deal with all items related to the matter at the same time; and
 - (d) when Council decides not to deal with an item on the Agenda and no motion is made about it.
- 6.2 The Order of Business shall be set out in the Agenda in a format approved by Council, as outlined in Schedule A.

PART 7: AGENDA

- 7.1 Adopt Agenda
- (a) Council must vote to adopt the Agenda prior to transacting other business and may:
 - (i) add new items; or
 - (ii) delete any items from the Agenda; or
 - (iii) Rearranging the order of items on the Agenda
 - (b) When correspondence requiring action that is intended for Council is received by any Councillor or CAO, it shall be placed on the agenda of the next regular meeting of Council once it is assured that there is sufficient information contained therein to allow Council to render a decision. Items must be received by the CAO no later than 12:00 noon the Wednesday before the Council meeting or Public Hearing.
 - (c) Every ~~written~~ communication requiring an action that reaches the CAO for placement upon the agenda shall be fairly written, printed on paper, or submitted electronically, and shall contain: Name, mailing address and phone number of the correspondent in order that a response may be provided in writing, and an indication of what action is desired.

7.2 Consent Agenda

- (a) A Councillor may make a motion on any recommendations or all recommendations on any part of the agenda, and Council may vote on all items moved but, if any Councillor so requests, any item or items for debate must be exempted from the motion and the vote.
- (b) Council will deal with items for debate in the order that they appear on the Agenda, unless otherwise decided in accordance with Section 6.
- (c) A motion must be made before any exempted item is discussed.

7.3 Minutes

- (a) Minutes of Council Meetings shall be recorded without note or comment and shall record the names of the Councillors present at the Meeting and shall be presented to Council for adoption at a subsequent Meeting.
- (b) The name of any Councillor leaving or entering the meeting shall be recorded along with the time the Councillor left or entered the meeting.
- (c) If a Councillor is participating in a Meeting via electronic means, it shall be noted in the minutes.
- (d) The preparation and distribution of minutes of Council Meetings shall be the responsibility of the CAO or his designate.
- (e) Clerical, typographical and grammatical errors in Minutes may be corrected by the CAO or his designate.

7.4 Request for Decision

- (a) Request for Decision reports shall be ordered as per Schedule 'B' of this bylaw and shall contain as the Recommendation, the clear wording of the resolution as suggested by Administration.
- (b) A Request for Direction shall identify the political, budgetary and policy implications and the estimated increased resource requirements associated with the Request in sufficient detail so as to allow Council to make an informed decision on the matter.

7.5 Mayor and Councillor Reports

- (a) The Mayor shall update Council on recent activities of interest to the Council, the municipality and the region, when it is in the best interests of Council to be aware of the matter(s).
- (b) The Mayor's report shall be adopted by a resolution of Council.
- (c) Councillors shall update Council on recent activities of interest to the division, Council,

the municipality and the region.

- (d) Councillors shall, on a regular basis, report to Council on the activities of boards and committees to which the Councillor has been appointed by Council.

7.6 Closed Session

- (a) Council and Council Committees may close all or part of a Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure as set out in the Act, and/or *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25.
- (b) When a Meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council.
- (c) When a Meeting is closed to the public pursuant to this section, no resolution or bylaw may be passed at the Meeting, except a resolution to revert to a Meeting held in public.
- (d) Closed session agenda items must include the topic of discussion and the reference to the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter f-25.
- (e) When a Meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council.

7.7 Adjournment

- (a) A Motion to Adjourn the meeting shall be in order except:
 - (i) when a Councillor is in possession of the floor; or
 - (ii) when it has been decided that the vote now be taken; or
 - (iii) during the taking of a vote.
- (b) Adjournment time is at the conclusion of the Agenda as adopted by Council or when a Motion to Adjourn has been passed.

PART 8: MEETINGS

8.1 Regular Meetings

- (a) The Regular Meetings of Council shall be established by resolution at the annual Organizational Meeting or at a Regular Meeting of Council following the Organizational Meeting, as may be appropriate.
- (b) Notice of Regular Meetings need not be given.
- (c) If Council changes the date, time or place of a Regular Meeting, at least 24 hours' notice of the change must be given to:
 - (i) any Councillor not present at the meeting at which the change was made, and
 - (ii) the public

- (d) Council instructs the CAO to post all Council package information on the Town website no later than the Thursday prior to the meeting with the exception of closed session (in camera) items.
- (e) Council may instruct the CAO to video record all Regular Council meetings and post on the Town website.
- (f) A Meeting may be conducted by means of electronic or other communication facilities if:
 - (i) Council receives notice in advance of the meeting
- (g) A Meeting may be conducted by means of electronic or other communication facilities if:
 - (i) Council receives notice in advance of the meeting
 - (ii) If a Councillor chooses to participate in a Meeting by means of electronic or other communication facilities, notice must be provided to the public on how the meeting is to be conducted and it must be noted in the minutes.
- (h) Any Council member may, with the authorization of the majority of Council, participate via an electronic means if unable to be present in person. Councillors attending Council Meetings electronically are permitted to be included in the portions of Council Meetings that enter into Closed Sessions, so long as the following stipulations are followed:
 - (i) A Councillor shall take every measure to ensure privacy and security from those around them, which includes ensuring they are alone at all times during Closed Session.
- (i) Unless there has been a motion passed, a meeting shall not extend beyond 9:00 PM. In the event that matters of business which appear on the Agenda have not been dealt with by that time, said matters shall be deemed to be tabled until the next Regular Meeting of Council.

8.2 Special Meetings

- (a) A Special Meeting shall be scheduled by the CAO when required to do so by the Mayor or a majority of the Councillors of Council.
- (b) Where a request for a Special Meeting is received in writing by a majority of Council the Mayor shall call such meeting within 14 days of the date on which the request was made.
- (c) No less than twenty four (24) hours notice of a Special Meeting stating the time, date and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each Councillor and to the public.
- (d) A Special Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.

- (e) The Agenda for a Special Meeting of Council shall be restricted to the business stated in the notice unless all the Councillors of Council are present, in which case, by unanimous consent, any other business may be transacted.

8.3 Organizational Meeting

- (a) An Organizational Meeting of Council shall be held annually as required by the Act.
- (b) The Mayor shall act as Chairman of all organizational meetings, with the exception of the organizational meeting held subsequent to a general election, in which case, the CAO shall call the meeting to order and preside over the meeting until the oath of office is administered to the Mayor.
- (c) The Agenda for the Organizational Meeting shall be restricted to:
 - (i) the administration of the oath and the introduction of new Councillors should the meeting follow a general municipal election;
 - (ii) election of the Deputy Mayor;
 - (iii) the establishment of the Regular Meeting dates for Council;
 - (iv) establishment of Councillor membership on committees and boards;
 - (v) any such other related business as is required by the Act.

8.4 Cancellation of Meetings

- (a) A Meeting shall only be cancelled by resolution of Council, in accordance with the Act.

8.5 Committees

- (a) Committees are established by Council in accordance with the Act. The business of Committees shall be conducted in accordance with the rules governing the procedures of Council and Code of Conduct.
- (b) Due to their advisory nature, no action of a Committee shall be binding on the Town unless:
 - (i) the power to take such action is expressly conferred on the Committee by legislation, bylaw or resolution; or
 - (ii) Council has adopted the report of the Committee.
- (c) When a committee which reports directly to Council has postponed, referred, filed or otherwise determined not to send a report on its agenda to Council, the report must not be forwarded to Council.
- (d) Despite the above, a Committee cannot file, table or refer a report that Council has directed,

by resolution, return to Council by a specific date unless there is sufficient time to have the report return to Committee and proceed to Council by a specified date.

- (e) Committees which report directly to Council may not refer an item to another Committee.
- (f) If the recommendations of Administration on a report are lost at committee, the report cannot be forwarded to Council without replacement recommendations.
- (g) A motion which has been lost at Committee shall not be forwarded to Council as a recommendation, however:
 - (i) a Member, present at the Meeting, may request that the lost motion be forwarded to Council for information; and
 - (ii) the lost motion shall appear in the body of the report as an excerpt from the minutes of the meeting.

8.6 Public Hearings

- (a) Public Hearings will be held, whenever possible, at a time to accommodate members of the public.
- (b) Persons interested in speaking at a Public Hearing should register with the CAO's office prior to the Public Hearing.
- (c) Process for conducting a public hearing shall include:
 - (i) The Chairman will call the meeting to order.
 - (ii) The Chairman will welcome and introduce members.
 - (iii) The Chairman will open the public hearing.
 - (iv) The Chairman will request verification that notice of the Public Hearing has been conducted as required by the Act.
 - (v) The Chairman will request if those present have any objections to any member of Council presiding at the hearing.
 - (vi) The Chairman will request that any written submissions be distributed to members and the applicant.
 - (vii) The Chairman will request the presentation to proceed in the following order:
 - The staff

- The applicant
 - Persons in support of the application
 - Persons with concerns with the application
 - The applicant can address members
 - Staff will be asked for any final comments
- (viii) The Chairman will thank the applicant and all those present for attending the hearing and/or making submissions.
- (ix) The Chairman will close the hearing. (Adjourn or recess if more information is required).
- (d) Presentations by the public may be made verbally, in writing, or electronically. Written submissions shall be collected by the CAO or his designate and retained for record purposes.
- (e) Presentations shall be limited to 10 minutes unless there is consent by Council to extend the allotted time.
- (f) Questions of clarification will be addressed during the Public Hearing.
- (g) The passage of Bylaws requiring a Public Hearing shall be in accordance with Section 11.7 of this Bylaw.
- (h) When a Councillor is absent from a Public Hearing on a proposed Bylaw or resolution, that Councillor must declare and disclose the reason for the abstention prior to any discussion of the matter and abstain from discussions or voting on any question relating to the matter.
- (i) Where a Councillor is absent for a portion of a Public Hearing on a proposed Bylaw or resolution, that Councillor may declare and disclose the reason for the abstention prior to any discussion of the matter and abstain from discussions or voting on any question relating to the matter.
- (j) The Minutes shall indicate all declarations of abstention.

8.7 Delegations

- (a) Delegations may be arranged for the purpose of providing for:
- (i) special recognition of persons, organizations and events;
 - (ii) award presentations; or
 - (iii) reports from outside agencies.

- (b) Requests for Delegations from the public shall be made to the CAO in writing at least 5 business days prior to a Regular Meeting. Requests received less than 5 business days before a Regular Meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following. Exceptions may be made at the discretion of the CAO or Council.
- (c) Presentations shall be limited to ten (10) minutes in length unless there is consent by Council prior to establishment of the Agenda or by Council at the Regular Meeting to extend the presentation.
- (d) Debate concerning matters raised during Delegations shall take place at the discretion of Council.
- (e) Information presented during a Delegation shall relate only to the subject matter for which the presentation was originally requested.

8.8 Public Input Sessions

- (a) Council may schedule a Public Input Session during a Regular Meeting for the purpose of obtaining public opinion on any resolution, bylaw, issue or other matter.
- (b) Persons or Groups interested in speaking at a Public Input Session should register with the CAO's office prior to the Public Input Session.
- (c) The Chairperson shall call upon those persons who have registered with the CAO's office to speak first, followed by other persons at the Meeting who have not registered to speak but who wish to address Council. Persons who do not identify themselves will not be given an opportunity to speak.
- (d) Presentations made by Persons or Groups may be made verbally, in writing or electronically. Written submissions shall be collected by the CAO and retained for record purposes.
- (e) Presentations made in person will be limited to 10 minutes, exclusive of the time required to answer the questions put forward by Council, unless extended by a majority vote of Council.
- (f) Council debate concerning matters raised at a Public Input Session shall take place at the conclusion of the Public Input Session and at the discretion of Council.

8.9 Time Limits

- (a) Presentations during Delegations to Council and Public Input Sessions shall be limited to 10 minutes, or for Groups, an aggregate total of 15 minutes if time permits, unless there is consent by Council to extend the allotted time.
- (b) Extensions of time limits for presentations during Council Open House, Delegations to Council and Public Input Sessions may be granted by consent of Council, based on any one

or more of the following:

- (i) the issue or Bylaw under discussion is deemed by Council to be contentious or complex and the allotted time is not sufficient, in the opinion of Council, to give the matter due consideration;
- (ii) the granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.

PART 9: MOTIONS/RESOLUTIONS

- 9.1 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 9.2 A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
- 9.3 Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.
- 9.4 The mover of a motion must be present when the vote on the motion is taken.
- 9.5 When a matter is under debate, no motion shall be received other than a Motion to:
 - (a) Fix the Time for Adjournment;
 - (b) Adjourn;
 - (c) Recess;
 - (d) Withdraw;
 - (e) Call the Question (that the vote must now be taken);
 - (f) Postpone to a certain time or date;
 - (g) Refer;
 - (h) Amend;
 - (i) Postpone indefinitely;

which in declining order shall be the order of precedence.

- 9.5 Motion to Withdraw
 - (a) Enables the mover to withdraw or modify a motion or substitute a different one in its place.
 - (b) The mover of a motion may withdraw that motion without permission so long as the motion has not been stated by the Chair.

- (c) If the motion has been stated by the Chair and is formally before the meeting the mover may ask to withdraw, substitute or modify it and the Chairman shall grant permission; however, if any objection is made, it is necessary to obtain leave by Motion to Withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.

9.6 Motion to Postpone to a Certain Time or Date

- (a) Is used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
- (b) Is debatable to its merits only and cannot go into the main question except as necessary for debate of the immediately pending question.

9.7 Motion to Refer

- (a) Is used to send a pending question to a committee, department or selected persons so that the question may be carefully investigated and put into better condition for Council to consider.
- (b) Shall be clear as to the information required and shall provide direction as to the Person or Group to which it is being referred.
- (c) Is debatable.

9.8 Motion to Amend

- (a) Is used to modify the wording of a motion before the motion itself is voted on.
- (b) Is debatable whenever the motion to which it applies is debatable.
- (c) All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairman shall rule on disputes arising from amendment.
- (d) Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced.
- (e) The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
- (f) Nothing in this section shall prevent other proposed amendments being read for the information of the Councillors.
- (g) When the motion under consideration contains distinct propositions, a Councillor may request that the vote upon each proposition be taken separately, which request may be granted at the discretion of the Chairman.

9.9 Motion to Postpone Indefinitely

- (a) Is used as a method to dispose of a question without bringing it to a direct vote.
- (b) Must include a reason for postponement and is debatable. Debate can go into the main question.

9.10 Motion to Reconsider

- (a) Is used to permit correction of an action or to take into consideration added information or a changed situation that has developed since the taking of the vote on a motion.
- (b) May be moved after a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Chair declares the Meeting adjourned.
- (c) Must be moved by a Councillor who voted with the prevailing side and who shall state the reason for making the Motion.
- (d) Debate must be confined to reasons for or against reconsideration.
- (e) If a Motion to Reconsider is carried, the Question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally.
- (f) Reconsideration of the question shall be open to debate, voted upon, and shall require the votes of a majority of Councillors present to carry it, unless otherwise required by this Bylaw.

9.11 Motion to Rescind

- (a) is used to cancel a previous action.
- (b) A Motion to Rescind a previous motion, if passed by a majority vote of the Councillors present, renders the previous motion referred to be null and void.
- (c) A Motion to Rescind is debatable into the merits of the question it is proposed to rescind.
- (d) If a Motion to Rescind relates to an action taken at a previous meeting and the matter does not appear on the Agenda, a Notice of Motion shall precede the Motion to Rescind.
- (e) A Motion to Rescind will not undo actions which have already been taken as a result of the motion previously passed.

9.12 Motion to Suspend the Rules

- (a) Is used to temporarily suspend the rules of procedure in order to allow Council to take up a question or do something that would be in violation of this Bylaw and is not debatable.
- (b) In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if 2/3 of all Councillors of Council present vote in favour of dealing

with the matter under consideration.

- (c) If passed, Council may proceed to deal with the matter in question.
- (d) A resolution waiving any provision of this Bylaw as provided for in this section shall only be effective for the meeting during which it is passed.

9.13 Motion to Recess

- (a) Any Councillor may move that Council recess for a specific period.
- (b) The motion may not be used to interrupt a speaker.
- (c) After the recess, business will be resumed at the point when it was interrupted.
- (d) A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

9.14 Motion to Renew

- (a) If a motion fails, the same, or substantially the same, motion may not be renewed unless:
 - (i) it is brought more than one year after the date of the original motion; or
 - (ii) it is brought after a general election which has taken place since the date of the original motion; or
 - (iii) the Councillor who wishes to have Council renew a motion provides prior Notice of Motion setting out in writing what special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.
- (b) A motion to renew may not be introduced where the vote on the original motion has caused an irrevocable action.

PART 10: SPEAKING TO MOTIONS AND LIMITS ON DEBATE

10.1 No Councillor is permitted to speak unless and until recognized by the Chair.

10.2 Unless otherwise provided by this Bylaw, Councillors may speak only twice on any motion; however, Council may give permission to speak again.

10.3 Councillors may not speak more than once until every Councillor has had the opportunity to speak except:

- (a) in the explanation of a material part of the speech which may have been misunderstood; or
- (b) in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Councillor presented the motion to the Meeting.

10.4 Supplementary questions or a series of questions relating to the matter before the Meeting may be raised by a Councillor, but each such question requires the consent of the Chair.

SECTION 11: VOTING

- 11.1 Every Councillor present, including the Mayor, shall vote on every matter, unless:
- (a) the Councillor is required to abstain from voting under provisions of the Act.
- 11.2 A Councillor present at a meeting shall make a request for a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Councillor is excused from voting pursuant to this section.
- 11.3 As the Chairman calls for those Councillors in favour or against, votes shall be made by the raising of hands, by the use of an electronic or computerized voting system or, in the case of an electronic meeting, verbally.
- 11.4 Every vote taken at a Meeting shall be recorded either “Carried”, “Carried Unanimously” “Defeated” unless a Councillor requests, prior to the vote, a “Recorded Vote”. A “Recorded Vote” shall note in the minutes the names of the Councillors voting for and against the motion. The minutes will also reflect those Councillors who are absent for or abstaining from the vote.
- 11.5 If there are an equal number of votes for and against a resolution or Bylaw, the resolution or Bylaw is defeated.
- 11.6 Call the Question
- (a) When a Motion that a Vote be Taken (Call the Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Councillors present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.
 - (b) When the Chairman, having ascertained that no further information is required, commences to take a vote, no Councillor shall speak to or present another motion until the vote has been taken on such motion or amendment.
 - (c) A Councillor who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.
- 11.7 Voting On Bylaws
- (a) Where a Bylaw is presented to a Meeting for enactment, the CAO shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.
 - (b) The following shall apply to the passage of all Bylaws:
 - (i) A Bylaw shall be introduced for First Reading by a Motion that it be read a first time specifying the number of the Bylaw.
 - (ii) Any proposed amendments shall be put to a vote, and if carried, shall be considered as having been incorporated into the Bylaw at First Reading.

- (iii) When all amendments have been accepted or rejected, the Chairman shall call the Question on the Motion for Reading of the Bylaw.
 - (iv) When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established before first or second reading.
 - (v) A Bylaw shall not be given more than two readings at one meeting unless the Councillors present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings.
 - (vi) A Bylaw shall be passed when a majority of the Councillors present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
 - (vii) When a Bylaw has been given three readings and is signed and dated in accordance with the Act, it is considered an enactment of the Town and is effective immediately, unless the Bylaw or an applicable provincial statute provides otherwise.
- (c) The previous readings of a proposed Bylaw are rescinded if the proposed Bylaw
 - (i) does not receive third reading within 2 years of First Reading; or
 - (ii) is defeated on second or third reading.
 - (d) After passage, a Bylaw shall be signed by the Mayor or Mayor's designate and by the CAO or alternate authorized administrative signing authority and shall be impressed with the corporate seal of the Town.
 - (e) Clerical, typographical and grammatical errors in bylaws may be corrected by the CAO.
 - (f) A copy of any bylaw, resolution or record certified by the CAO as a true copy of the original is prima facie proof of the bylaw, resolution or record.

11.8 Pecuniary Interest (Conflict)

- (a) Councillors who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.
- (b) the Minutes shall indicate the declaration of disclosure, the time at which the Councillor left the room and the time the Councillor returned.

SECTION 12: REPEAL

- 12.1 Bylaw 1434-19 is hereby repealed upon third and final reading of this Bylaw.

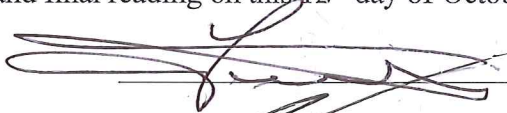
SECTION 13: EFFECTIVE DATE

13.1 This Bylaw becomes effective upon third and final reading of bylaw.

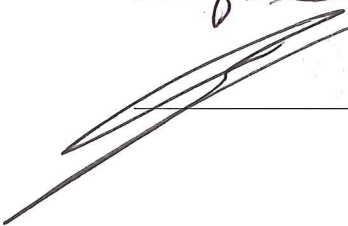
Presented for and given first reading on this 13th day of September, 2021.

Given second reading on this 27th day of September 2021.

Given third and final reading on this 12th day of October 2021.



Mayor



CAO

Schedule A – Agenda Format

1. Call to Order
2. Acceptance of Agenda
3. Adoption of Previous Minutes
4. Delegations by Appointment
5. Management Reports
6. Public Hearings
7. Business Arising Out of the Minutes/Old Business
8. Bylaws and Policies
9. New Business
10. Council Reports
11. Correspondance
12. Closed Sessions
13. Adjournment

Schedule B – Request for Decision Format

1. Recommended Action
2. Background Information
3. Discussion/Alternatives
4. Policy Implications
5. Financial Impact

Schedule C – Written Notice of Special Meeting



**Town of Three Hills
Written Notice of Special Meeting**

<date of meeting>

Written notice of a special meeting of Council or cancellation of a Regular meeting of Council under the authority of the *Municipal Government Act*, Section 194.

Mayor _____

Deputy Mayor _____

Councillor _____

Councillor _____

Councillor _____

Mayor Initial _____

CAO Initial _____

