

BYLAW NO. 2008-08

A BYLAW OF THE VILLAGE OF THORSBY IN THE PROVINCE OF ALBERTA, TO REGULATE MEETING PROCEDURES

The Council of the Village of Thorsby, in the Province of Alberta, hereby enacts as follows:

1. SHORT TITLE

1.1 This Bylaw is called "The Meeting Procedures Bylaw".

2. DEFINITIONS

2.1 "**Act**" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended;

2.2 "**Acting Mayor**" is the Councillor who is appointed by resolution of Council from time to time to act as Mayor in the absence or incapacity of the Mayor and Deputy Mayor;

2.3 "**Agenda**" is the list of items and order of business for any meeting;

2.4 "**Bylaw**" is a Bylaw of the Village;

2.5 "**C.A.O.**" is the person appointed by Council as the Chief Administrative Officer pursuant to the Act;

2.6 "**Chairman**" is the person presiding at meetings, and when in attendance at a Council meeting, shall mean the Mayor;

2.7 "**Clear Days**" as set out in the *Interpretation Act*, R.S.A. 2000, c. I-8, as amended, means, in calculating the number of days, that the days on which the events happen shall be excluded;

2.8 "**Committee of the Whole**" is a committee consisting of all Councillors. A meeting of "Committee of the Whole" may be held in camera or in public depending on the issue being discussed;

2.9 "**Council**" is the Councillors of the Village of Thorsby elected pursuant to the provisions of the *Local Authorities Election Act*, R.S.A. 2000, c. L-21, as amended;

2.10 "**Councillor**" is a member of Council and includes the Mayor;

2.11 "**Council Recording Secretary**" shall mean the Recording Secretary for the Village of Thorsby, as appointed by the C.A.O.;

2.12 "**Deputy Mayor**" is the Councillor who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;

2.13 "**Group**" means 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;

2.14 "**Mayor**" is the Chief Elected Official of the Village;

2.15 "**Member at Large**" means a member of the public appointed by Council to a Committee of Council;

2.16 "**Organizational Meeting**" is a meeting of Council held in accordance with section 192 of the Act;

2.17 "**Person**" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;

2.18 "**Point of Information**" is a request directed through the Chair to another member or to staff for information relevant to the business at hand but not related to a Point of Procedure;

2.19 "**Point of Order**" is the raising of a question by a member to call attention to any departure from The Meeting Procedures Bylaw;

2.20 "**Point of Procedure**" is a question directed to the Chair to obtain information of a matter of parliamentary law or the rules of the Village bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion;

- 2.21 **“Public Hearing”** is a pre-advertised meeting of Council convened to hear matters pursuant to:
- 2.21.1 the *Municipal Government Act*;
 - 2.21.2 any other Act; or
 - 2.21.3 any other matter at the direction of Council and is separate from the Regular Meeting of Council;
- 2.22 **“Question of Privilege”** refers to all matters affecting the rights and privileges of Council collectively or any of its members individually;
- 2.23 **“Quorum”** is the majority of all Councillors that comprise the Council pursuant to section 143 of the Act. If there is a vacancy on Council and the Council is not required to hold a by-election under section 162 or 163 of the Act, quorum shall consist of the majority of remaining Councillors that comprise the Council under section 143;
- 2.24 **“Recorded Vote”** is the call, by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;
- 2.25 **“Regular Council Meeting”** is a meeting of Council held in accordance with section 193 of the Act;
- 2.26 **“Special Council Meeting”** is a meeting of council held in accordance with section 194 of the Act;
- 2.27 **“Village”** means the Village of Thorsby.

3. APPLICATION

- 3.1 This Bylaw shall govern the proceedings of Council, Public Hearings, Committees established by Council and any other meeting as may be directed by Council and shall be binding upon all Committee members whether Councillors or Members at Large.
- 3.2 When any matter relating to the meeting procedures is not addressed in this Bylaw, Robert’s Rules of Order, if applicable, shall apply.
- 3.3 In the event of conflict between the provisions of this Bylaw and Robert’s Rules of Order, the provisions of this Bylaw shall apply.
- 3.4 In the absence of any statutory obligation, any provision of this Bylaw may be waived if approved by a vote of two thirds (2/3) of all Council members present.
- 3.5 A motion to waive any provision of this Bylaw as provided for in section 3.4 may be brought at any time, and if accepted, the resolution waiving the strict application of the Bylaw will only be effective for the meeting during which it was passed.
- 3.6 In the absence or inability of the Mayor and Deputy Mayor to act, Council shall appoint any other Councillor as Acting Mayor, as provided by the Act.

4. QUORUM

- 4.1 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;
- 4.2 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting may, at the discretion of the Chairman, 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 Council meeting. The Council Recording Secretary shall record the names of the Councillors present at the expiration of the thirty (30) minute time limit and such record shall be appended to the next Agenda. The only action that can legally be taken in the absence of Quorum is to fix the time to which to adjourn (if more than thirty (30) minutes is being allowed) adjourn, recess or to take measures to obtain a Quorum.
- 4.3 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 thirty (30) minutes, the meeting shall stand adjourned.

5. REGULAR COUNCIL MEETINGS

- 5.1 Council may decide at a meeting at which all the Councillors are present to hold regularly scheduled council meetings on specified dates, times and places.
- 5.2 Notice of regularly scheduled meetings need not be given.
- 5.3 If Council changes the date, time or place of a regularly scheduled meeting, the Village must give at least twenty four (24) hours' notice of the change:
 - 5.3.1 to any Councillor not present at the meeting at which the change was made, and
 - 5.3.2 to the public.
- 5.4 The following applies to the preparation of the Regular Council Meeting Agenda:
 - 5.4.1 Items initiated by Councillors are submitted to the office of the C.A.O. in accordance with the guidelines established for submission;
 - 5.4.2 Items initiated by, or referred to, administration shall be delivered to the office of the C.A.O. in accordance with the guidelines established for submission;
 - 5.4.3 An Agenda listing the order of business for the use of Councillors shall be prepared by the C.A.O. and shall be made available to all Council members.
 - 5.4.4 The Agenda preparation, reviews, distribution and meeting follow-up will be coordinated through the office of the Council Recording Secretary in accordance with timing policies or resolutions approved by Council;
 - 5.4.5 Addition of items to the Agenda after the Agenda has been set shall require the approval of the Mayor and the C.A.O..
 - 5.4.6 Council must vote to adopt the Agenda prior to transacting other business and may:
 - 5.4.6.1 Add new items to the Agenda by unanimous vote of those Councillors present; and
 - 5.4.6.2 Delete any matter from the Agenda by unanimous vote of those Councillors present.

6. SPECIAL COUNCIL MEETINGS

- 6.1 The Mayor
 - 6.1.1 may call a Special Council Meeting whenever he or she considers it appropriate to do so, and
 - 6.1.2 must call a Special Council Meeting if he or she receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
- 6.2 Where a Special Council Meeting is requested by a majority of Councillors, it must be held within 14 days after the date that the Mayor receives the request or any shorter period provided for by Bylaw.
- 6.3 The Mayor calls a Special Council Meeting by giving at least twenty four (24) hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
- 6.4 A Special Council Meeting may be held with less than twenty four (24) hours notice to all Councillors and without notice to the public if at least two thirds (2/3) of the whole Council agrees to this in writing before the beginning of the meeting.
- 6.5 No business other than that stated in the notice calling the Special Council Meeting shall be conducted at the meeting unless all Councillors are present and the Council unanimously agrees to deal with the additional matter in question.

7. ORGANIZATIONAL MEETING

- 7.1 An Organizational Meeting shall be held annually as required by the Act.
- 7.2 The Agenda for the Organizational Meeting shall be restricted to:

- 7.2.1 election of Mayor by vote of the whole municipality; *(added by Bylaw #2014-03)*
- 7.2.2 the administration of the oath and the introduction of new Councillors should the meeting follow the general municipal election;
- 7.2.3 election of the Deputy Mayor – will be on a rotating basis (12 months) in the order based on the number of votes received at the general municipal election and will rotate in descending order; *(added by Bylaw #2017-07)*
- 7.2.4 the establishment of the dates for regular Council meetings and its Standing Committees;
- 7.2.5 establishment of membership on Committees and Boards; and
- 7.2.6 any such other business as is required by the Act.

8. IN-CAMERA SESSIONS

- 8.1 Council and Council Committees may close all or part of the meetings to the public if a 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*, R.S.A. 2000, c. F-25;
- 8.2 When a meeting is closed to the public, the meeting may include any person or persons invited to attend by Council;
- 8.3 A subdivision authority, development authority or subdivision and development appeal board established under Part 17 of the Act, may deliberate and make its decisions in a meeting closed to the public; and
- 8.4 When a meeting is closed to the public pursuant to section 8.1, no resolution or Bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

9. MINUTES OF COUNCIL MEETINGS

- 9.1 The preparation and distribution of minutes of Council meetings shall be the responsibility of the Council Recording Secretary.

10. PUBLIC PRESENTATIONS TO COUNCIL *(Amended by Bylaw 2016-04)*

- 10.2 Requests to speak to Council together with the subject matter of the presentation and the amount of presentation time required shall be made to the Council Recording Secretary at least three (3) working days prior to a Regular Council Meeting. Requests received less than two (2) days before a regular Council Meeting shall be included on the Agenda for the next regular meeting immediately following. Exceptions may be made at the discretion of the C.A.O. or Mayor.
- 10.3 Matters of a confidential nature as described in section 8.1 of this Bylaw shall not be discussed during public presentations to Council.
- 10.4 Verbal presentations shall be limited to ten (10) minutes allocated on the Agenda unless there is two thirds (2/3) consent by Council to extend the allotted time.
- 10.5 Debate concerning matters raised during public presentations shall take place at the discretion of Council.
- 10.6 Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.
- 10.7 Each Person or Group will be given an opportunity to make a public presentation only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issue again.

10 EXTENSION OF TIME LIMITS

- 10.7.1 Extensions of time limits for any verbal presentations during public presentations or Public Hearings to Council may be granted by consent of Council, based on any one or more of the following:
- 10.7.2 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;

10.7.3 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.

11 CHAIRMAN

11.7 The Chairman shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to 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 Chairman.

11.8 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.

12 MEMBERS OF COUNCIL DEBATING

12.7 Councillors wishing to speak on a matter before the meeting should indicate their intention by raising their hand and being recognized by the Chairman and should not speak more than once until every Councillor has had the opportunity to speak except:

12.7.1 in the explanation of a material part of the speech which may have been misunderstood; or

12.7.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Councillor presented the motion to the meeting.

12.8 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 Chairman.

12.9 Through the Chairman, a Councillor may ask:

12.9.1 questions of another Councillor or staff on a Point of Information relevant to the business at hand; or

12.9.2 questions to information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.

12.10 All questions or debate shall be directed through the Chairman.

13 PROHIBITIONS

13.7 Councillors shall not:

13.7.1 use offensive words or unparliamentary language in the meeting;

13.7.2 disobey the rules of the meeting or decision of the Chairman or of Councillors on questions of order or practice, or upon the interpretation of the rules of the meeting;

13.7.3 leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

13.7.4 interrupt a Councillor while speaking, except to raise a Point of Order or Question of Privilege;

13.7.5 pass between a Councillor who is speaking and the Chairman.

13.8 Councillors who persist in a breach of the foregoing section, after having been called to order by the Chairman, may, at the discretion of the Chairman, be ordered to leave their seat for the duration of the meeting.

13.9 At the discretion of the Chair, a Councillor may resume their seat following an apology.

13.10 A Councillor who wishes to leave the meeting prior to adjournment shall so advise the Chairman and the time of departure shall be noted in the minutes.

14 QUESTIONS OF PRIVILEGE

14.7A 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 thereof, shall be permitted to raise such Question of Privilege.

14.8A 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.

15 POINTS OF ORDER

15.7A Councillor who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairman to raise a Point of Order. When leave is granted, the Councillor shall state the Point of Order with a concise explanation and shall attend the decision of the Chairman upon the Point of Order. The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debate resumes.

15.8A Councillor called to order by the Chairman shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chairman unless to appeal the ruling of the Chairman.

16 APPEAL RULING

16.7The decision of the Chairman shall be final, subject to an immediate appeal by a Councillor of the meeting.

16.8If the decision is appealed, the Chairman shall give concise reasons for his ruling and the Councillors, without debate, shall decide the question. The ruling of the Councillors shall be final.

17 MOTIONS

17.7When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, 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.

17.8Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.

17.9The mover of a motion must be present when the vote on the motion is taken.

17.10 When a matter is under debate, no motion shall be received other than a motion to:

17.10.1 Fix the time for adjournment;

17.10.2 Adjourn;

17.10.3 Withdraw;

17.10.4 Table;

17.10.5 Call the question (that the vote must now be taken);

17.10.6 Postpone to a certain time or date;

17.10.7 Refer;

17.10.8 Amend;

17.10.9 Postpone indefinitely;

which shall be the order of precedence.

17.11 A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

17.12 A motion to table may be made when a Councillor wishes Council to decline to take a position on the main question. The motion is not debatable and, when passed, may only be resurrected by a motion to raise from the table.

- 17.13 A motion to refer shall require direction as to the Person or Group to which it is being referred and is debatable. A motion to refer is generally 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.
- 17.14 A motion to postpone to a certain time or date is debatable. Debate on the motion must be confined to its merits only and cannot go into the main question except as necessary for debate of the immediately pending question. A motion to postpone to a certain time or date is generally used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
- 17.15 A motion to postpone indefinitely must include a reason for postponement and is debatable. Debate can go into the main question. A motion to postpone indefinitely is generally used as a method to dispose of a question without bringing it to a direct vote.
- 17.16 Motion to amend:
- 17.16.1 Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion. The Chairman shall rule on disputes arising from amendment.
 - 17.16.2 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.
 - 17.16.3 Nothing in this section shall prevent other proposed amendments being read for the information of the Councillors.
 - 17.16.4 When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Councillor, be taken separately.
- 17.17 Motion to Reconsider
- 17.17.1 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, any Councillor who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider.
 - 17.17.2 Debate on a motion to reconsider must be confined to reasons for or against reconsideration.
 - 17.17.3 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.
 - 17.17.4 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.
 - 17.17.5 If a motion to reconsider is moved at a subsequent meeting by a Councillor who voted with the prevailing side, it shall be preceded by a notice of motion and shall require a majority vote of the Councillors present to carry it, unless otherwise required by this Bylaw.
 - 17.17.6 A notice of motion to reconsider any decided matter shall not operate to stop or delay action on the decided matter unless the Council, by a majority vote of the Councillors present shall so direct.
 - 17.17.7 A motion to rescind a previous motion may be accepted by the Chairman; and if passed by a majority vote of the Councillors present, the previous motion referred to may be declared null and void.

18 NOTICE OF MOTION

- 18.7 Notice of motion should be used to give notice when an extended period of time is advisable prior to considering a subject.
- 18.8 In accordance with section 20.1, a notice of motion may be received by the Council Recording Secretary prior to the closing of the meeting. In this event, the Councillor shall

read the notice of motion which shall be recorded in the minutes and shall form part of the Agenda for the subsequent meeting.

18.9A Councillor may present and describe a notice of motion for consideration at the next meeting or other meeting date as specified by the mover.

18.10 A Member of Council who hands a written notice of motion to the Council Recording Secretary to be read at any regular meeting need not necessarily be present during the reading of the notice of motion.

18.11 A motion, notice of which has been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without further notice being given on the Agenda for such meeting.

19 VOTING – QUESTION

19.7When a motion that a vote be taken (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.

19.8When 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.

19.9A 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.

20 VOTING – PECUNIARY INTEREST (CONFLICT)

20.7Councillors 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 the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Councillor left the room and the time the Councillor returned.

21 REQUIREMENT TO VOTE

21.7Every Councillor present, including the Mayor, shall vote on every matter, unless:

21.7.1 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.

21.7.2 Votes shall be made by the raising of hands as the Chairman calls for those in favour or against.

21.7.3 The Councillor is required to abstain from voting under this or any other Bylaw or enactment.

21.7.4 The Councillor is permitted to abstain from voting under this or any other Bylaw or enactment.

22 RECORDED VOTE

22.7Before Council takes a vote, a Councillor may request that the vote be recorded.

22.8When a Councillor requests a Recorded Vote, all Councillors present, shall vote for or against.

22.9When the Chairman calls for those in favor, the Council Recording Secretary shall, whenever a Recorded Vote is requested by a Councillor, record in the minutes the names of each Councillor present and whether the Councillor voted for or against the matter and the Chairman shall announce the results of the vote.

23 TIE VOTE

23.7If there is any equal number of votes for and against a resolution or Bylaw, the resolution or bylaw is defeated.

24 ADJOURNMENT

24.7A motion to adjourn the meeting shall be in order except:

- 24.7.1 when a Councillor is in possession of the floor;
- 24.7.2 when it has been decided that the vote now be taken; or
- 24.7.3 during the taking of a vote.

25 ADJOURNMENT TIME *(Amended by Bylaw #2016-05)*

25.7 Unless otherwise determined pursuant to the provisions of this Bylaw, adjournment time is:

- 25.7.1 At the conclusion of the Agenda as adopted by Council or when a motion to adjourn has been passed;

26 BYLAWS

26.7 Where a Bylaw is presented to a meeting for enactment, the C.A.O. or his or her designate shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.

26.8 The following shall apply to the passage of all Bylaws:

- 26.8.1 A Bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the Bylaw;
- 26.8.2 After a motion for first reading of the Bylaw has been presented, Councillors may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
- 26.8.3 Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;
- 26.8.4 When all amendments have been accepted or rejected, the Chairman shall call the Question on the motion for first reading of the Bylaw;
- 26.8.5 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established following first reading;
- 26.8.6 All aspects of the passage of a Bylaw at first reading shall apply to second and third readings of any Bylaw.

26.9 Three Readings

- 26.9.1 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.
- 26.9.2 A Bylaw shall be passed when a majority of the Councillors vote in favour of third reading, provided that the Act or any other applicable act does not require a greater majority.

26.10 When a Bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the Village and is effective immediately, unless the Bylaw or an applicable provincial statute provides otherwise.

26.11 The previous readings of a proposed Bylaw are rescinded if the proposed Bylaw:

- 26.11.1 does not receive third reading within two years of first reading; or
- 26.11.2 is defeated on second or third reading.

26.12 After passage, a Bylaw shall be signed by the Mayor or the Mayor's designate and the C.A.O. or his/her designate and shall be impressed with the corporate seal of the Village.

27 PUBLIC HEARINGS

27.7 The conduct of any Public Hearing shall be governed by this Bylaw.

- 27.8 Wherever possible, Persons or Groups interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.
- 27.9 The Chairman shall declare the Public Hearing in session and shall outline Public Hearing procedures.
- 27.10 The C.A.O. shall introduce the resolution or Bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the resolution or Bylaw.
- 27.11 The Chairman shall request those who wish to make presentations to identify themselves. The Chairman shall then open the floor to public presentations.
- 27.12 The Chairman shall call upon those Persons or Groups who have registered with the Council Recording Secretary to speak first, followed by other Persons or Groups at the meeting who have not registered to speak but who wish to address Council. A Person or Group that does not identify himself or herself will not be given the opportunity to speak.
- 27.13 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.
- 27.14 Verbal presentations shall be limited to five (5) minutes by each Person or Group unless there is consent by Council to extend the allotted time.
- 27.15 Following public presentations, the Chairman shall close the Public Hearing.
- 27.16 If no one is present to speak to a proposed Bylaw which requires a Public Hearing. Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.
- 27.17 The following shall apply with respect to the to the passage of Bylaws requiring a Public Hearing:
- 27.17.1 A Bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the Bylaw;
 - 27.17.2 After a motion for First reading of the Bylaw has been presented, Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
 - 27.17.3 Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;
 - 27.17.4 When all amendments have been accepted or rejected, the Chairman shall call the question on the motion for first reading of the Bylaw;
 - 27.17.5 All aspects of the passage of a Bylaw at first reading shall apply to second and third readings of any Bylaw;
 - 27.17.6 After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the Regular Council Meeting following the Public Hearing and may:
 - 27.17.6.1 pass the resolution or Bylaw;
 - 27.17.6.1.1 make any amendments to the resolution or Bylaw it considers necessary and pass it without further advertisement or hearing; or
 - 27.17.6.1.2 Resolution or Bylaw
- 27.18 When a Public Hearing on a proposed resolution or Bylaw is held, a Councillor:
- 27.18.1 must abstain from voting on the resolution or Bylaw if the Councillor was absent from all of the Public Hearing; and
 - 27.18.2 may abstain from voting on the Bylaw or resolution if the Councillor was only absent from a part of the Public Hearing.
- 27.19 The minutes of the Council meeting during which a Public Hearing is held must record the Public Hearing to the extent directed by the Council.

28.7 This Bylaw supersedes and takes precedence over all previously passed Bylaws that refer to meeting procedures, as well as any previously passed resolutions that may be in conflict with this Bylaw.

29 EFFECTIVE DATE

29.7 This Bylaw comes into effect upon the final passing and proper signature thereof.

30 REPEAL OF BYLAW 92-11

30.7 Bylaw 92-11 "The Procedure Bylaw" is hereby repealed.

Read a first time this 9 day of December, 2008

Read a second time this 9 day of December, 2008

Read a third and final time this 9 day of December, 2008

Mayor, Allan Gee

Acting CAO, Dennis Litke

Date Signed