

# BYLAW NO. 1702

## OF THE TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA

***BEING a bylaw of the Town of Fort Macleod to regulate the proceedings and conduct of Town Council and its Committees thereof.***

**WHEREAS** the provisions of Section 145(b) of The Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, provides that the Council of The Town of Fort Macleod may establish, by bylaw, the procedure and conduct of council, council committees and other bodies established by the council, the conduct of councillors and the conduct of members of council committees and other bodies established by the council;

**AND WHEREAS** it is deemed necessary to establish rules of procedure to regulate the conduct of business in meetings of the Council and its committees thereof, to control and maintain order in Council for the enactment of municipal legislation, and to provide for the receiving of petitions, public delegations, and written submissions at its meetings;

**NOW THEREFORE** the Council of The Town of Fort Macleod, in open session duly assembled enacts as follows:

### **PART ONE: PURPOSE AND DEFINITIONS**

#### **Purpose**

The purpose of this bylaw is to establish rules of procedure to follow in governing the business and affairs of the Council and its committees. It may be cited as the "Procedure Bylaw" of The Town of Fort Macleod.

#### **Definitions in this ByLaw**

- 2.1 **"Acting Deputy Mayor"** means the member who is appointed by the Council, pursuant to the provisions of Section 152 (3) of the Municipal Government Act, to act as Deputy Mayor in the absence of the Deputy Mayor.
- 2.2 **"Agenda"** is the list of items and order of business for any meeting.
- 2.3 **"Amendment"** means an alteration of a main motion by adding, deleting or substituting a word or words without materially altering the basic intent of the motion.
- 2.4 **"Amendment to an Amendment"** means an alteration of an amending

motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.

- 2.5 **"Bylaw"** means a bylaw of the municipality, or a section, clause, or provision of such bylaw.
- 2.6 **"Challenge"** means an appeal of a ruling of the Presiding Officer.
- 2.7 **"Council"** means the Council of the Town of Fort Macleod.
- 2.8 **"Council Committee"** means a committee established by the Council under the provisions of the Organizational Bylaw.
- 2.9 **"Deputy Mayor"** means the member who is appointed by the Council, pursuant to the provisions of Section 152(1) and (2) of the Municipal Government Act, to act as Mayor in the absence or incapacity of the Mayor.
- 2.10 **"Mayor"** means the member of Council duly elected as Chief Elected Official of the Town of Fort Macleod and continuing to hold office.
- 2.11 **"Inaugural Meeting"** means the organizational meeting of the Council held immediately following a general election.
- 2.12 **"Member"** means, when referring to the Council, the individual Councillors and the Mayor.
- 2.13 **"Motion (substantive or main)"** means a formal proposal placed before a meeting in order that it may be debated to a conclusion and is any motion, except a motion to:
  - 2.14.1 refer;
  - 2.14.2 amend;
  - 2.14.3 table; or
  - 2.14.4 adjourn.
- 2.14 **"Motion (subsidiary)"** means one that affects the disposition of a substantive or main motion, by bringing it to an immediate vote, by delaying or deferring a decision thereon.
- 2.15 **"Municipality"** means the Town of Fort Macleod.
- 2.16 **"Municipal Manager"** means the appointed Municipal Manager of the Town of Fort Macleod or his/her designate.
- 2.17 **"Organizational Meeting"** means a meeting that is held annually by the Council in accordance with the provisions of Section 192(1) of the Municipal

Government Act.

- 2.18 **"Other Committees, Boards and Public Agencies"** means a committee, board or public agency not established by Council under the provisions of the Organizational Bylaw of the Town of Fort Macleod.
- 2.19 **"Petition, Statutory"** means a statement and/or request submitted and signed by persons under the provisions of The Municipal Government Act, the sufficiency of which must comply with Section 219 through to and including Section 226 of said Act.
- 2.20 **"Petition, Non Statutory"** means a written statement and/or request submitted and signed by persons other than under the provisions of The Municipal Government Act.
- 2.21 **"Point of Order"** means the raising of a question by a member, to call attention to any departure from the rules of procedure or the customary modes of proceedings in debate, or in the conduct of the Council's business.
- 2.22 **"Point of Procedure"** means a question to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, and understand the parliamentary situation or the affect of a motion.
- 2.23 **"Presiding Officer"** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Deputy Mayor, or in the absence of all three, any other member chosen to preside over a meeting.
- 2.24 **"Public Hearing"** means a meeting of the Council, or that portion of a meeting of Council, which is convened to hear matters pursuant to:
- 2.24.1 The Municipal Government Act;
  - 2.24.2 any other Act; or
  - 2.24.3 a resolution or bylaw of the Council.
- 2.25 **"Question of Privilege"** is the raising of a matter by a member:
- 2.25.1 which occurs while the Council is in session, where:
    - 2.25.1.1 the rights, privileges, decorum, or dignity of the Council collectively or the rights and privileges of a member individually have been affected;
    - 2.25.1.2 a member believes that another member has spoken disrespectfully toward them or the Council;

- 2.25.1.3 a member believes their comments have been misunderstood or misinterpreted by another member or members; or
- 2.25.2 when a member believes that comments made by the member outside of the Council Chamber have been misrepresented or misunderstood by the community, the public or the news media in order to clarify his or her position.
- 2.26 **"Resolution"** means a formal determination made by Council or a committee on the basis of a motion, duly placed before a regularly constituted meeting of the Council or committee, and which is duly passed.
- 2.27 **"Special Meeting"** means a meeting other than a regular scheduled meeting called pursuant to the provisions of Section 194 of the Municipal Government Act.

## **PART TWO: GENERAL PROVISIONS**

### **General Rule**

- 3 In all proceedings coming before Council, and any appointed committee of the Council, the following rules and regulations shall be observed subject to any Act of the Alberta Legislature, and in particular The Municipal Government Act.

### **Reference Source**

- 4 When any matter relating to proceedings arises which is not covered by a provision of this bylaw, the matter shall be decided by reference to Robert's Rules of Order.
- 5 In the event of any conflict between the provisions set out in this bylaw and those contained in the reference source set out in Rule 4, the provisions of this bylaw shall apply.
- 6 Subject to Rule 3 of this bylaw, procedure is a matter of internal regulation and any ruling of the Presiding Officer or Committee Chairperson shall prevail subject to the appellate jurisdiction of Council or the committee.

### **Suspension of Rules**

- 7 In the absence of any statutory obligation, any provision of this bylaw may be altered or suspended by resolution of the Council, provided the majority of all members present at a meeting vote in favor thereof, to deal with a matter under

consideration.

- 8 Each Council must during its term of public office cause a review to be made of the rules of procedure contained and set out in this bylaw.

### **PART THREE: MEETINGS OF COUNCIL**

#### **General Powers of the Council**

- 9 The general powers of the Council must be exercised by a resolution passed by the Council except where such public business is specifically required to be exercised by the passage of a municipal bylaw.

#### **Validity of Action**

- 10 A bylaw or resolution that is inconsistent with any Act of the Alberta Legislature, or with any regulations made pursuant to such an Act, has no validity insofar as it is inconsistent.

### **PLACE OF MEETINGS**

#### **Corporate Office**

- 11 The Corporate Office of the Town of Fort Macleod is and shall be designated as the Town of Fort Macleod Office, 236 – 23<sup>rd</sup> Street, Fort Macleod, Alberta.
- 12 Each inaugural meeting and all subsequent regular meetings of Council must be held in the Council Chamber of the Corporate Office, unless otherwise provided for by resolution of the Council.

### **ORGANIZATIONAL MEETINGS**

#### **Annual Organizational Meetings**

- 13 The Council shall each year during its term of public office hold a meeting for the purpose of organizing itself for the following twelve months, and such meetings must be held in accordance with the provisions of Section 192(1) of the Municipal Government Act.

### **Oath of Office**

- 14 Members of Council may not carry out any power, duty or function until that person has taken the official oath of office prescribed by the Oaths of Office Act.

## **REGULAR MEETINGS**

### **Holding of Regular Meetings**

- 15 Regular meetings of the Council will be held at the hour of 7:00 p.m. on the second and fourth Monday of each month in the Council Chambers at its Corporate Office. Notice of changes to this schedule will be provided as prescribed in the provisions of Section 193(3) of the Municipal Government Act.

### **Authority to Postpone Meeting**

- 16 The Presiding Officer may, on two days written notice through the Municipal Manager's Office, postpone any regular meeting to another day or to another hour; but the meeting must be held in the Council Chambers pursuant to Rule 15.

### **Change in Date, Hour Place of Meeting**

- 17 Notwithstanding any of the foregoing, the date or hour or place of any regular meeting of the Council may be altered, or any such meeting may be cancelled, by a resolution duly passed at any previous or special meeting of the Council.

### **Notice of Meeting Change**

- 18 Notice of any change of day, time or place of a regular meeting must be posted in the Corporate Office at least 24 hours in advance of the change. Such notice is deemed by the Council to have met the provisions of Section 193 (3) (b) of the Municipal Government Act regarding providing notice to the public.

## **SPECIAL MEETINGS**

### **Calling of Special Meetings**

- 19 Subject to Section 194(1) of the Municipal Government Act, the Mayor:
- (a) may call a special meeting of the Council whenever he or she considers it

appropriate to do so; and

- (b) shall call a special meeting of the Council if he or she receives a written request for the meeting, stating its purpose, from a majority of the members of Council.

- 20 If the Mayor does not call a special meeting to occur within 14 days of receiving a written request from the majority of the members of Council, the Municipal Manager shall call the meeting in accordance with Rule 21.

### **Form of Notice**

- 21 The notice of the special meeting to all members of Council may be oral, in electronic or written form, and it shall state the purpose and subjects to be taken into consideration at the meeting. Such notice must be provided to all members of Council and posted within the Corporate Office at least 24 hours before the time of the meeting.

### **Manner of Written Notice**

- 22 When the notice of the special meeting is given in writing, the Municipal Manager shall cause it to be delivered or mailed to an address specified previously by each member of the Council.

### **Place of Meeting**

- 23 Special meetings shall be held in the Council Chamber at the hour fixed for regular meetings, unless otherwise stated in the notice of the meeting.

### **Recording of Notice to Council**

- 24 Upon the meeting being called to order by the Presiding Officer, and if such is the fact, confirmation must be recorded in the minutes of the meeting that proper notice of the meeting has been given to all members of Council.

### **Lack of Notice**

- 25 Where, on the opening of a special meeting, it appears that proper notice has not been given to all absent members of the Council, no business shall be transacted and the meeting shall stand adjourned.

### **Waiver of Notice**

- 26 Notwithstanding Rule 25 and in accordance with Schedule "E" of this bylaw, any member of Council may waive the right to be given notice of a special meeting, if on vacation or away for some other reason, by giving such written notice to the Mayor or the Municipal Manager previous to such meeting, and in doing so shall be deemed to have been given proper notice of the meeting. Confirmation of the written notice from the member must be recorded in the minutes of the meeting.

### **Items of Business**

- 27 Only those subjects stated in the notice of a special meeting may be considered at the meeting unless all members of the Council are present and agree by resolution to deal with other matters of concern.

## **SPECIAL EMERGENCY MEETINGS**

### **Civil Disaster**

- 28 Where a state of emergency is declared under an Act of the Legislature or an Act of Parliament, or where, in the opinion of the Mayor, an emergency exists owing to a civil disaster, or an apprehended civil disaster, a special emergency meeting may be called by the Mayor after giving such notice as is considered reasonable in the circumstances.
- 29 Only such business as arises out of, or is incidental to, the emergency shall be transacted at this meeting, and the Council shall cause to be recorded in the minutes of the proceedings the manner in which notice of the meeting was given.

## **AGENDA AND RECORD OF PROCEEDINGS**

### **Agenda Format**

- 30 The agenda format provides order to the business of a meeting, and for regular meetings of the Council, the Council shall follow the Orders of the Day as set out in Rule 57. The agenda format for other meetings of Council shall follow such order as may be deemed necessary by the Presiding Officer at the meeting.

### **Preparation and the Distribution of Agenda**

- 31 The agenda of each regular meeting that normally includes all communications, reports, and other supporting materials, shall be prepared under the direction of the Municipal Manager, and shall be provided to all members at least 48 hours prior to the meeting. The agenda for special meetings of the Council shall be provided at least 24 hours preceding the meeting in accordance with Rule 21.

### **Record of Proceedings**

- 32 The Council shall cause minutes of all proceedings thereof to be made and retained in accordance with the statutory provisions of any Act of the Legislature, and in preparing such minutes of the meetings, the Municipal Manager or his/her designate shall include:
- 32.1 the names of all members present at and absent from the meeting;
  - 32.2 all decisions and other proceedings;
  - 32.3 if required, the name of all members voting for or against all motions;
  - 32.4 any declarations of pecuniary interest in accordance with the provisions of Section 172(1) (a) of the Municipal Government Act;
  - 32.5 if allowed under any statute or this bylaw, the names of those members abstaining from voting and the reasons given; and
  - 32.6 the signatures of the Presiding Officer and the Municipal Manager.

### **Posting And Circulation of Minutes**

- 33 The minutes of all meetings shall be posted in the Corporate Office and circulated to all members of Council prior to the meeting at which they are to be adopted.

## **MEETINGS GENERALLY**

### **Quorum**

- 34 At all meetings a majority of the members required to constitute the Council shall be necessary to form a quorum.
- 35 If a position on the Council is vacant, a majority of the remaining members shall

constitute a quorum.

- 36 Where, by reason of withdrawals from a meeting under the provisions of Section 172(1) (b), (c) or (d) of the Municipal Government Act, the number of members remaining is not sufficient to constitute a quorum, the Council may not pass bylaws or resolutions.

### **Attendance Required**

- 37 Where a member fails to attend all regular meetings of Council held during any period of 8 consecutive weeks, without being authorized to do so by a resolution passed by the Council, such member is thereby disqualified from Council and must resign immediately.

### **Conflict of Interest**

- 38 In all matters and under all circumstances every member of the Council shall be guided by and have regard to the provisions of Section 170 of the Municipal Government Act.
- 38.1 Subject to the provisions of that Act, where members have a direct or indirect pecuniary interest in any question or matter that comes before the Council, any Council Committee, or any other committee, board, or other public body to which they may be appointed, they shall immediately disclose their interest in that question or matter, and shall not participate in the discussion nor vote on the matter and shall leave the meeting.
- 38.2 No member shall attempt in any way, whether before, during, or after the meeting, to influence the voting on any question involving a matter in which he or she has a direct or an indirect pecuniary interest.
- 38.3 Where a member is absent from a meeting at which he or she has a direct or indirect pecuniary interest in a matter dealt with at such meeting, the member shall disclose his or her pecuniary interest at the next meeting of that body in accordance with the provisions of the said Act.

### **Majority to Decide**

- 39 Every disputed question shall be decided by a majority of the votes of the members of Council present at the meeting, except in cases where, under this bylaw or by Act of the Legislature, another number of votes is required to decide the matter.

## **Voting**

- 40 Every member of Council shall have one (1) vote each time a vote is held at a council meeting at which the member is present.
- 41 Every member of Council present when a question is put, unless he/she is prohibited from doing so by legislation, shall vote thereon in the following manner:
- 46.1 in favor of the motion
  - 46.2 opposed to the motion
  - 46.3 Abstain
- 42 If an equal number of members vote for and against a motion or bylaw, the motion or bylaw is defeated.
- 43 The vote on each question put to the Council shall, in all cases, be taken by open voting.
- 44 Any member of the Council, may prior to the taking of a vote on any question put, require a recorded vote to be taken and thereupon the Municipal Manager or his/her designate shall record in the minutes of the proceedings of the Council the names of the members who voted in favor of and those who voted against the motion to which the question was put.

## **Recess**

- 45 The Council may decide to recess at anytime during the meeting; and a motion to recess must state the time and duration of the recess, and must be passed by a majority of the members present.
- 46 The Council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 30 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned, due to the lack of a quorum.
- 47 Upon reconvening the meeting, the Council shall deal with the next listed agenda item following that item considered prior to the recess, unless a motion to alter the agenda is passed.

### **Adjournment of Meeting**

- 48 A motion to adjourn the meeting may be made at any time, and the motion must be put immediately without debate; and if the motion is passed by a majority of the members present, the meeting shall stand adjourned.

### **Referral of Unfinished Business**

- 49 Any business which appears on the agenda for the meeting and which has not been dealt with at the time of the adjournment, shall be deemed to be tabled until the next regular meeting or until a special meeting is called for the purpose of dealing with the unfinished items of business.

### **Respect of the Chair**

- 50 When the Council adjourns or recesses, the Presiding Officer shall have full precedence in the chamber, and no other member shall leave their place until the Presiding Officer leaves the Chair, or otherwise indicates that the meeting is adjourned or recessed.

### **Open Meetings**

- 51 All meetings of the Council must be held in open forum and no person shall be excluded or removed from any meeting, except for improper conduct.

### **“In-Camera” Meetings**

- 52 Notwithstanding Rule 51 and in accordance with the provisions of Section 197(2) of the Municipal Government Act, the Council may by resolution move into “In Camera” which:

52.1 shall be held in private;

52.2 may exclude any person or persons there from; and

52.3 shall prohibit Council’s ability to make any decision by resolution, except a motion to revert back into open session.

### **Decorum of Members**

53 In the Council Chamber:

- 53.1 all members shall dress appropriate to the public office of a member of the Council; and
- 53.2 any member or Town employee may have a non-alcoholic beverage in a cup or glass at his or her desk, but no food is permitted in the Chamber during the proceedings of a regular meeting.

### **Disruption of the Proceedings**

54 Without the prior approval of the Presiding Officer, no member of the Council, Town staff, or the public shall bring into the Council Chamber a cellular device, unless the phone is programmed, and remains programmed, so as to prevent an audible tone or ring.

### **Visitors in the Public Gallery**

55 Members of the public who constitute the audience in the Council Chamber during a meeting of the Council:

- 55.1 may not address Council without permission from the Presiding Officer;
- 55.2 shall maintain order and quiet during the proceedings of Council;
- 55.3 shall not interrupt any person or action of the members of Council, or any other person who may be addressing Council; and
- 55.4 shall not bring in the Chamber any food or drink.

### **Disturbance by Members of the Public**

56 Any public person who conducts himself or herself improperly while in the Council Chamber, and who disturbs the proceedings of the Council by words or actions and who, when requested to do so by the Presiding Officer, refuses to stop and end such improper conduct or leave the Chamber if so requested, shall be guilty of disorderly and improper conduct and the Presiding Officer may cause such person to be removed from the Chamber.

**PART IV: GENERAL ORDER OF BUSINESS**

**Orders of the Day**

57 The general order of business at every regular meeting shall be as follows:

1. Invocation
2. Public Hearing
3. Delegations
4. Additions to Agenda
5. Approval of Agenda
6. Adoption of Minutes
7. Business Arising from Minutes
8. Financial
9. Administration Reports
10. Manager's Report
11. Side Table File (Correspondence)
12. New Business
13. Consideration of Public Hearing/Delegations
14. Around the Table
15. In Camera
16. Adjournment

**Change in Orders of the Day**

58 The business of the Council shall in all cases be taken up in the order in which it stands upon the general orders of the day, unless otherwise determined upon a vote of the majority of the members present and without debate thereon.

**No New Business**

59 Subject to Rules 60 and 61, the Council shall not receive nor discuss any motion that pertains to any new business unless a Notice of Intention to introduce the same has been given at a previous regular meeting.

**Matters of Privilege**

60 Nothing in Rule 59 shall be deemed to apply to motions concerning matters of privilege, or to motions arising out of petitions, reports, or communications directed to the Council.

### **Waiver of Rule 59**

- 61 The Council may, by resolution supported by not less than two-thirds (2/3) majority of its members, waive the provisions of Rule 59.

### **CONFIRMATION OF MINUTES**

#### **Motion to Confirm**

- 62 The Presiding Officer shall present the minutes to Council with a request for a motion to confirm the minutes as circulated.

#### **Motion to Amend**

- 63 Any member may make a motion requesting that the minutes be amended to correct any inaccuracy or omission, and if such motion is passed the Council shall adopt the minutes as amended.

### **PUBLIC DELEGATIONS**

#### **Hearing of Delegations**

- 64 Persons wishing to present information verbally on matters of fact or to make a request of the Council will be accorded the opportunity to do so, provided they have met the requirements outlined in Rule 76.

#### **Waiver of Rule 76**

- 65 Notwithstanding Rule 76, the Council may by resolution allow a delegation to be heard without notice and/or upon such terms as Council may direct. Subject to Rule 27, this rule shall not apply to special meetings where the matter does not appear on the agenda.

#### **Improper Conduct by the Delegates**

- 66 The Presiding Officer may deny any delegation the right to be heard at a meeting of the Council if, in his or her opinion:

66.1 the delegation:

66.1.1 does not speak respectfully of Her Majesty the Queen, or the official

representatives of her government;

66.1.2 uses offensive words in referring to any member of the Council, or to any official or employee of the municipality, or member of the public;

66.1.3 shouts, immoderately raises his or her voice, uses profane, vulgar, or offensive language;

66.2 the remarks of the spokesperson of the delegation are likely to:

66.2.1 be scandalous, criminal, or offensive to the accepted rules of address to an elected body, or

66.2.2 be on a subject which is not within the jurisdiction of the Council.

### **Limits on Time**

67 Every person being heard before Council as a delegation may be heard in person or through another person acting on their behalf, but the Presiding Officer may limit the time taken by a delegation to 10 minutes and the delegation may be directed to appoint a spokesperson.

### **Procedure for Receiving Delegations**

68 The procedure to be followed when the Council receives and hears a delegation may be in accordance with the provisions set out in Schedule "A" to this bylaw.

## **STATUTORY AND NON-STATUTORY PUBLIC HEARINGS**

### **Public Hearings**

69 Notwithstanding Rule 64, the Council may hold both statutory and non-statutory public hearings for the purpose of receiving representations on matters it deems necessary, and subject to any statutory provisions of any Act of the Legislature, such public hearings shall be held upon such terms and conditions as the Council may decide.

### **Statutory Hearings**

70 Any person representing himself or herself, or an owner of land, the public-at-large, or any local group of residents or property owners, may address the Council at any public hearing held pursuant to the provisions of any Act of the

Legislature, subject to the limitations of time, and manner for receiving such representations, and any presentations of oral submissions, as may have been established by the Council.

### **Rules for Statutory Hearings**

- 71 The rules of procedure to be followed when the Council sits to receive written and oral representations at a statutory public hearing may be in accordance with the provisions set out in Schedule "B" to this bylaw.

### **Attendance by all Members**

- 72 Each member of the Council must attend all statutory public hearings held under the provisions of The Municipal Government Act, unless the member:
- 72.1 after giving notice to the Mayor or the Municipal Manager, is excused from attending the hearing by a motion passed at the commencement of the hearing by the other members who are present;
  - 72.2 is unable to attend owing to illness or such other reason that prevents him or her from attending and whereby he or she has advised the Mayor or the Municipal Manager of such absence; or
  - 72.3 is required under provisions of Section 172 of the Municipal Government Act to withdraw from the hearing.

### **Non-Statutory Hearings**

- 73 If a person wishes to appear before Council, or where such person is required to appear under the provisions of a bylaw of the Town, on any matter for which a non-statutory hearing is scheduled to be held, that person may do so in person or through an agent, and such person shall be subject to the conditions established by Council for such public hearings.

### **Rules for Non-Statutory Hearings**

- 74 The rules of procedure to be followed when the Council sits to receive written representations and oral submissions at a public non-statutory hearing may be in accordance with the provisions set out in Schedule "C" to this bylaw.

### **Disturbance at Hearings**

- 75 Rule 56 shall apply to any person in the public gallery who conducts himself or herself improperly at a public hearing of the Council.

### **WRITTEN SUBMISSIONS**

#### **Petitions and Communications**

- 76 Where a person, or a group of persons, wishes to bring any matter before Council in -person, or to have any submitted matter considered by the Council, a written letter, a non-statutory petition or other communication may be submitted to the Municipal Manager at any time; and such communication or non-statutory petition must:
- 76.1 be printed, typewritten or legibly written;
  - 76.2 clearly set out the matter at issue and the request made of Council in respect thereof, including sufficient background information to provide Council with an understanding of the matter being presented,
  - 76.3 be temperate and respectful (as determined by the Municipal Manager);
  - 76.4 be signed (except when it is submitted by facsimile or e-mail); and
  - 76.5 provide the name(s), current mailing address(es) and daytime telephone contact number(s) of the person(s) who will be addressing the Council.

#### **Receipt of Communications**

- 77 On the receipt of a communication intended for Council, the Municipal Manager may do the following:
- 77.1 include it as an item on the agenda for the next regular meeting of the Council, in full or in summary form; or
  - 77.2 Prepare a report to Council or the appropriate committee; or
  - 77.3 Undertake the necessary action and/or reply, with a copy of such action being sent to Council; or
  - 77.4 refer it to the Mayor for direct reply, with a copy of such response being sent to Council; or

- 77.5 circulate it to the members individually as information if it does not require any further action by Council.

### **Validity of Petition**

- 78 Any matter required to be brought to Council by way of statutory petition must be supported by a petition that meets the statutory provisions of The Municipal Government Act or other applicable legislation.

### **Response to all Submissions**

- 79 The Municipal Manager will make every reasonable effort to respond to the person submitting the communication or petition, and advise that person of any action being taken on the subject of the written submission to Council. In the event that the action requires the person(s) to appear as a delegation before Council, the Municipal Manager will advise the person(s):
- 79.1 Of the date, time and location that the presentation before Council is to be made.
- 79.2 That their presentation is not to exceed 10 minutes in length, subject to the application by Council of Rule 65.
- 79.3 That Council reserves the right to defer making a decision on the matter until such time as Council is satisfied that it has had sufficient opportunity to thoroughly consider the matter.

## **COMMITTEE REPORTS**

### **Annual Committee Reports**

- 80 Each appointed committee of Council shall, at least annually, render an account of its labors and decisions by reporting to the Council, either in writing or by an oral statement to be made by the Chairperson of the committee or a member thereof authorized by the committee for that purpose.

### **Debate and Amendment to Report**

- 81 After a member has made a motion to receive and adopt any recommendations contained in a committee report, the Council may:

81.1 debate the substance of the report; and

81.2 prepare and consider an amendment to any recommendation contained therein.

### **Adoption of Amended Report**

82 If any amendment is made to the report, a motion to receive the report and adopt any recommendations, as amended, must be made and put to a vote, and the original motion that was before Council to receive and adopt the report shall not be voted on.

### **Effect of Committee Report**

83 No report or order of a committee, except such orders as have been authorized by bylaw or by a resolution of the Council, has any effect unless the Council at a regular or special meeting has adopted it.

## **BYLAWS & PROCEEDINGS THEREOF**

### **Introduction of Bylaws**

84 All bylaws being presented to the Council for enactment must have a bylaw number assigned to it by the Municipal Manager and be given a concise title indicating the purpose of the bylaw.

### **Separate Readings**

85 Every proposed bylaw must be given three separate readings by the Council prior to it being finally passed and each reading must be put to a vote. The Council may not give any proposed bylaw more than two readings at the same meeting.

### **Text of Bylaw**

86 Each member who is present at a meeting where a bylaw is being introduced for first reading, or where third reading is to take place, must be given, or have had, the opportunity to review the full text of the proposed bylaw.

### **First Reading**

- 87 All bylaws shall be introduced for first reading by a motion that the bylaw, specifying its number and short title, be read a first time, and the Council must vote on the motion for first reading without amendment or debate.

### **Questions by Member**

- 88 If a member does not elaborate on the subject matter of the bylaw or phrase his or her question so as to indicate an opinion for or against the bylaw, notwithstanding Rule 87, he or she may ask a question or questions concerning the bylaw.

### **Second Reading**

- 89 The second reading of a bylaw shall not take place until a subsequent meeting of Council prior to which proper notice must be provided to the public as required under the provisions of Section 606(2) (a) of the Municipal Government Act.

### **Debate and Amendment**

- 90 After a member has made a motion for second reading of a bylaw, the Council may:
- 90.1 debate the substance of the bylaw, and
  - 90.2 propose and consider amendments to the bylaw.

### **Alteration of Bylaw**

- 91 A motion proposing that the bylaw be amended may be made and put to a vote and if carried, the bylaw shall be considered as having been read a second time with the amendment being incorporated in the bylaw.

### **Third Reading**

- 92 After second reading has been given to the bylaw, any member of the Council may move a motion that the bylaw be read a third time.

### **Recorded Vote on Third Reading**

- 93 Notwithstanding Rule 129, the minutes of a meeting at which Council votes on third reading to a bylaw must show the name of each member present, the vote or abstention of each member and the reason for any abstention.

### **Public Hearings**

- 94 When any Act of the Legislature requires the Council to hold a public hearing on a proposed bylaw, the public hearing must be held and be concluded before the bylaw is given third and final reading.

### **Rescission of Previous Readings**

- 95 The previous readings of a proposed bylaw shall be deemed to be rescinded by the Council if the proposed bylaw:

95.1 does not receive third reading within two years after first reading; or

95.2 is defeated on second or third reading.

### **Signature and Seal**

- 96 A bylaw is passed when it receives third reading, is signed by the Mayor and the Municipal Manager, and is sealed with the Corporate Seal of the municipality, and such bylaw shall be deposited with the Municipal Manager for safekeeping as part of the records of the Council.

### **Effective Date of Bylaw**

- 97 Subject to Rule 98, a bylaw comes into full force and effect on the day after the day it is passed, unless a later date is specified in the text of the bylaw. No bylaw may come into force and effect on a day before it was passed unless any Act of the Legislature authorizes it to come into force and effect on a day before it is passed.

### **Where Approval Required**

- 98 If the provisions of The Municipal Government Act or any other Act require a bylaw to receive approval from the Minister of Municipal Affairs or some other provincial representative, the bylaw shall not come into full force and effect until

such approval is given.

### **Repeal and Amendment**

- 99 Once the Council has enacted a bylaw, it may only be amended or repealed by the enactment of another bylaw.

## **COUNCIL INQUIRIES & RESPONSES**

### **Time for Inquiries**

- 100 Members of Council may present inquiries during that portion of a regular meeting for which such questions are permitted on the agenda.

### **Form of Reply**

- 101 The elected or appointed official receiving an inquiry under this order of business may answer it verbally at the meeting, or the Presiding Officer may take it under advisement for the purpose of providing a written response to the question being asked.

### **Written Inquiry**

- 102 Any member of the Council may submit a written inquiry directly to the Municipal Manager about the administrative affairs of the municipality provided that a copy of same is provided to the remaining members of Council. The Municipal Manager will respond in writing directly to the member making the inquiry, with copies distributed to the remaining members of Council.

## **PART FIVE: PROCEEDINGS IN COUNCIL**

### **COMMENCEMENT OF MEETING**

#### **Call to Order**

- 103 As soon as there is a quorum present, the Mayor shall enter the Council Chamber to preside over the meeting; and upon taking the Chair will call the members to order. In his or her absence, the Deputy Mayor, or if absent, the Acting Deputy Mayor, will act as the Presiding Officer for the meeting.

### **Special Approved Absence**

- 104 Members participating in a meeting of Council by means of a special communications facility and who are not physically present in the Council Chamber are deemed to be present at the meeting; but any member that is participating by means of such communication facility shall do so only with prior approval and on such terms and conditions as may be set by Council.

### **ABSENCE OF QUORUM**

#### **Lack of Quorum**

- 105 If no quorum is present 15 minutes after the time fixed for the meeting, the Municipal Manager shall record in the minute book the names of the members who are present in the Chamber and the meeting must stand adjourned until the date of the next regular meeting, unless a special meeting is called for that purpose.

#### **Loss of Quorum**

- 106 Subject to Rule 36, if at any meeting the number of members present is reduced to less than the number required for a quorum, the meeting of the Council must stand adjourned.  
Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting or it may be the agenda for a special meeting called for that purpose.

### **PRESIDING OFFICER**

#### **Duties of Presiding Officer**

- 107 The Presiding Officer shall assume the position of “Chair”, and as such shall preserve order and decorum in the meeting, and decide questions of order subject to an appeal to the Council; and the decision of the Chair is final unless reversed by a vote of the majority of the members present without debate.

#### **Absence of Presiding Officer**

- 108 In the absence of the Mayor or Deputy Mayor, and the Acting Deputy Mayor, the Municipal Manager must call the members to order and the Council must by resolution appoint from among its members a member who shall be the Presiding Officer; and that person shall have the same authority in presiding at

the meeting and shall exercise the same functions as the Mayor.

### **Directions on Questions Of Order**

- 109 When the Chair is called upon to decide a point of order or practice, he or she must do so without unnecessary comment, and shall state the rule or authority applicable to the case if requested to do so.

## **POINTS OF ORDER, PROCEDURE & QUESTIONS OF PRIVILEGE**

### **Ruling by the Chair**

- 110 Whenever any point of order, point of procedure, or question of privilege arises during a meeting, it must be taken into consideration immediately and dealt with by the Chair.

### **Question of Privilege**

- 111 Whenever a question of privilege arises, the Chair must rule upon the admissibility of the question, and if the Chair rules favorably, the member who raised the question of privilege shall be permitted to pursue the said question.

### **Point of Order or Procedure**

- 112 When the Chair is called upon to decide a point of order, or to answer a point of procedure, the point shall be stated by the member without unnecessary comment and the Chair must state the rule or authority applicable in the case.

### **Member to take Seat**

- 113 When a point or order is raised, the member who is speaking must immediately cease speaking and remain silent until the Chair has decided the point that has been raised.
- 114 The member raising a point of order or procedure during a meeting may be granted permission by the Chair to explain the point.
- 115 Whenever the Chair is of the opinion that any motion is contrary to the rules of procedure, he or she must advise the members thereof immediately, and quote the rule or authority applicable, and no argument or comment must be permitted.

- 116 The decision of the Chair shall be final unless a challenge is made pursuant to Rule 117.

## **CHALLENGE TO THE CHAIR**

### **Motion to Overrule**

- 117 Whenever a member wishes to challenge the ruling of the Presiding Officer, the member must make the following motion of appeal:

"That the decision of the Chair be overruled", then:

- 117.1 the member may offer a brief reason for the challenge to the ruling;
- 117.2 the Chair may state the reasons for the decision; and
- 117.3 following which the question shall be put immediately without further debate.

### **Decision of the Members**

- 118 The Chair shall be governed by the vote of the majority of the members present, and the names of the members voting for or against the motion of appeal must be recorded in the minutes.

## **RULES OF DEBATE**

### **Addressing the Chair**

- 119 Every member in introducing a motion, or when speaking to every question, at a meeting of the Council shall respectfully address the Chair.

### **Naming of the Speaker**

- 120 When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first, but in the case of any dissatisfaction with such ruling, the other members may put the question as to which member will be first heard.

### **Conduct of the Speaker**

- 121 When a member is addressing the Chair, he or she must:
- 121.1 not speak disrespectfully of Her Majesty the Queen, or official representatives of her government;
  - 121.2 not use offensive words in referring to any member of Council, or to any officer or employee of the municipality, or to any member of the public;
  - 121.3 not indulge in personalities in the cause of debate nor reflect on the motives of any member or members who have voted for or against a particular motion;
  - 121.4 not shout or immoderately raise their voice or use profane, vulgar, or offensive language.

### **Interruption of Speaker**

- 122 Any member who has been assigned their turn to speak by the Chair may only be interrupted by other members, including the Chair:
- 122.1 when a member is discussing a subject and no motion is on the floor;
  - 122.2 when a member has exceeded the time to speak;
  - 122.3 by a Question of Privilege;
  - 122.4 by a Point of Order or Privilege;
  - 122.5 by an objection to the consideration of a motion; or
  - 122.6 by a Challenge.

### **Calling a Member to Order**

- 123 A member who is called to order by the Chair shall immediately cease talking, but must be given an opportunity to challenge the ruling of the Chair before debate is closed; and Council will decide the member's challenge without debate.

### **Limits on Speaking Times**

- 124 No member, other than the one proposing a question or motion, shall speak more than twice to the same question without leave of the Chair except in explanation of a material part of his or her speech which may have been misunderstood, but he or she shall not introduce new material, and no member, without leave of the Chair, shall speak to the same question or in reply for longer than five (5) minutes.

### **Priority of Member to Speak**

- 125 When a question is before the Council, the mover thereof must be given the opportunity of speaking before any other member is permitted to do so and before any other motion is made with respect to it; and a member who has made a substantive motion, or an amendment thereto, shall have the right to reply and to close debate on the said motion or amendment.

### **Right to Reply**

- 126 A member who has made a substantive motion, or an amendment thereto, shall have the right to reply and to close debate on the said motion or amendment.

### **Right to be Heard**

- 127 Each member shall be given an opportunity to speak to a motion before it is put to a vote, unless a motion is made and passed to limit or end the debate.

### **Reading of the Motion**

- 128 If requested by any member, a motion must be read aloud by the Chair or the Municipal Manager, unless the motion has appeared as a recommendation on the agenda or is included in a report being dealt with at the meeting.

### **Recorded Vote**

- 129 Any member may, prior to the taking of a vote on any question put, require a recorded vote to be taken on the proposal to which the question put relates; and the Municipal Manager shall record in the minutes of the proceedings the names of those members who voted in favor of, of those who voted against, and of those members who abstained from voting and the reason given for such abstention.

**Permission to Retire From Chamber**

- 130 When members wish to leave the Council Chamber while a meeting of Council is in progress, they shall rise and be acknowledged by the Chair before leaving their Chamber seat; and no member shall leave the Chamber after a question is put and before the vote is taken.

**Conduct of Other Members**

- 131 When a member is addressing the Chair, every other member of the Council shall:
- 131.1 remain quiet and seated;
  - 131.2 not interrupt the speaker, except on a point of order; and
  - 131.3 not carry on a private conversation which disturbs the member who is speaking.

**DISCIPLINARY PROCEDURES**

**Calling to Order**

- 132 The Chair may call to order any member who is out of order during the proceedings of the meeting.

**Naming Member for an Offence**

- 133 When a member has been warned about breaches of order but continues to engage in them, the Chair may name the member by stating his or her name and declaring the offence. The Municipal Manager shall note the offence committed by the member in the minutes of the proceedings.

**Effect of Naming Member**

- 134 If a member who has been named:
- 134.1 apologizes and withdraws any objectionable statements, then:
    - 134.1.1 that member may remain and continue participating in the meeting; and

134.1.2 the Chair may direct that the notation of the offence be removed from the minutes;

134.2 fails or refuses to apologize, the other members who are present shall vote on a motion to expel the member so named for the balance of the meeting and, if the motion is carried, the member must leave the Council Chamber.

### **Motion to Expel**

135 A motion to expel any member from the Council Chamber for breaches of order shall be decided without debate.

### **Removal of Member**

136 Any member of the Council who has been expelled pursuant to Rule 134.2 must leave the Council Chamber immediately. The Chair may cause him or her to be removed if that person does not leave voluntarily.

## **MOTIONS**

### **Form of Motion**

137 All motions must express fully and clearly the intent of the mover and should be worded in the affirmative; and such motion should not be preceded by any preamble or whereas clauses unless it is to be dealt with formally by the Council for special external reasons.

### **Ultra Vires**

138 A motion in respect of a matter which is beyond the jurisdiction of the Council shall not be in order and must be withdrawn by the mover if ordered by the Chair.

### **Motion Defeated**

139 A question or motion shall be declared lost when it:

139.1 does not receive a majority vote;

139.2 does not receive the required number of votes; or

139.3 receives an equal division of votes.

### **Agenda Items and Reports**

140 A motion must be made on any agenda item before it is discussed at a meeting of the Council. Any recommendation included on the agenda or in a report, does not constitute a motion until a member has expressly moved it.

### **Withdrawal of Motion**

141 After a motion has been moved, it is the property of the Council and may not be withdrawn without the consent of the majority of members who are present.

### **Debatable Motions**

142 Except as specifically provided elsewhere in this bylaw, the following motions are debatable by Council:

142.1 a motion arising out of any matter included in the agenda for the meeting at which it is debated;

142.2 a motion concerning any question, matter, or subject tabled indefinitely from a previous meeting of Council, or tabled for a meeting at which it is discussed;

142.3 a motion for concurrence in, rejection of, or further consideration of a report to Council;

142.4 a motion for the second reading of a bylaw;

142.5 a motion for the third reading of a bylaw;

142.6 a motion for appointment or dismissal of a committee;

142.7 a motion for Council to go into "In-Camera";

142.8 a motion for amendment to any bylaw properly before Council, or any matter arising directly from any bylaw properly before Council;

142.9 a motion to receive and file; and

142.10 such other motions made upon routine proceedings as may be determined

necessary by the Council.

### **Privileged Motions**

143 When a motion has been introduced and is before Council, no member may make any other motion except a motion to:

143.1 amend a motion;

143.2 refer the main question to some other person or group for consideration;

143.3 table the main question; and

143.4 adjourn the meeting.

### **Motion to Table**

144 A member moving a motion to table any matter, whether the matter is contained in a petition, motion, or other matter before Council, shall include in the tabling motion the time at the present meeting, or the date of a future regular or special meeting to which the matter is to be tabled, and a motion to table shall not be debated except as to the time when Council will again consider the matter.

A matter which has been tabled to a particular date shall not be again considered by Council before the date set, except on a majority vote of all members.

### **Referral Motion**

145 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review, and the substantive issue of the item being referred shall not be debated, and a member making a referral motion generally should include in the motion:

145.1 the terms on which the motion is being referred; and

145.2 the time when the matter is to be returned.

### **Ruling by Chair**

- 146 The Chair may refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies (for example, due to the time constraints).

### **Referral to Municipal Manager**

- 147 If a referral motion to the Municipal Manager does not contain the terms on which the motion is being referred and the time when the matter is to be returned, the motion of referral shall be deemed to be appropriate for action by the Municipal Manager.

### **Division of Motion**

- 148 A motion containing several distinct propositions is not out of order for that reason alone, and where a member so requires or the Chair so orders, Council shall vote on each proposition separately.

### **Repeating Motions**

- 149 A motion which has been superseded, or withdrawn, has not been in the possession of the Council and may be repeated unless it has been ruled out of order because it is improper.

### **Amendment to Motion**

- 150 An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.

### **Amendment to an Amendment**

- 151 Only one amendment to a motion may be before the Council at any time, but an amendment to the amendment may be before the meeting at the same time. An amendment to an amendment must be relevant to the amending motion and must be voted on before the amendment to the main motion.

### **Debate on Amendments**

- 152 A member may only debate the merits of the amendment, and not the merits

of the motion it is applied to.

### **Limiting or Ending Debate**

153 Any motion to limit or end debate, including a motion for the Previous Question:

153.1 cannot be debated;

153.2 must be passed by a two-thirds (2/3) vote; and

153.3 may only be amended as to the limit to be placed on debate.

### **Motion for the Previous Question**

154 If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the motion for the Previous Question.

155 Unless a motion to table is made, when a motion for the Previous Question is carried the motion to which it applies must be put without further debate or amendment.

### **Motion to Reconsider or Rescind**

156 When members wish Council to reconsider, alter or rescind any motion passed at a previous meeting, they shall bring the matter before Council by a Notice of Motion, which shall:

156.1 be given at a duly called meeting preceding the meeting at which they wish to reconsider the matter;

156.2 specify the future meeting at which the proposed matter is to be considered by the Council; and

156.3 indicate in the substantive portion of the motion, the action which they propose that Council shall take on the matter.

**PART SIX: APPOINTMENT OF OTHER COMMITTEES AND BOARDS**

**Other Committees and Boards**

157 Notwithstanding the provisions of the Organizational Bylaw, the Council may by resolution, or bylaw, appoint other special committees or boards, and if created, such committees or boards may be comprised of members of Council, municipal employees, and other public individuals.

**Quorum**

158 A majority of the number of members appointed to such other special committees or boards shall constitute a quorum.

**Ex-Officio Members**

159 The Mayor, if not named to such other special committees or boards, shall be "ex officio" a member of such committees or boards, with the privilege of voting and shall be counted to determine a quorum.

**PART SEVEN: REPEAL OR AMENDMENT**

**Procedure for Repeal or Amendment**

160 This bylaw may be repealed or amended by a bylaw passed by the Council according to the procedures prescribed in the Municipal Government Act.

**Effective Date**

161 This bylaw shall come into force and effect at the next regular meeting of Council following the meeting at which this bylaw is passed.

**READ A FIRST TIME THIS 14<sup>TH</sup> DAY OF JANUARY, 2008 A. D.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL MANAGER

**READ A SECOND TIME THIS 23<sup>rd</sup> DAY OF JUNE 2008 A. D.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL MANAGER

**READ A THIRD TIME AND FINALLY DECLARED PASSED BY COUNCIL THIS  
23<sup>rd</sup> DAY OF June 2008 A. D.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL MANAGER

## **SCHEDULE "A" TO BYLAW NO. 1702**

### **PROCEDURE FOR RECEIVING PUBLIC DELEGATIONS**

The following procedure may be followed when the Council hears a delegation:

1. All delegations must request appearance at Council Meetings in writing to the Municipal Manager by the Wednesday preceding the regular scheduled Council Meeting at which they request to appear.
2. The Municipal Manager will respond to the request in writing confirming the time and date of their appearance before Council, that they need to provide any written information to the office prior to the scheduled Council Meeting, that they have 10 minutes for their presentation, and that they need to appoint a spokesperson for their delegation.
3. At the conclusion of their presentation, Council may ask the delegation questions.
4. After all questions have been exhausted, the Chair will excuse the delegation from the speaker's table.
5. When members hear a delegation which is not related to some other item of business on the agenda, the Council may by resolution:
  - a) receive the presentation as information;
  - b) refer the presentation to its administrative staff, or any member or members of the Council, or to a Council Committee, for any required action and/or report;
  - c) refer the presentation to another meeting of the Council; or
  - d) deny any or all requests of the delegation.
6. When members hear a delegation which is related to some other item of business on the agenda, the presentation of such delegation will be referred by the Chair to that related item of business and no motion shall be required.

## **SCHEDULE "B" TO BYLAW NO. 1702**

### **RULES OF PROCEDURE FOR CONDUCTING STATUTORY PUBLIC HEARINGS**

The following rules of procedure may be followed when Council receives representations and oral submissions at statutory public hearings:

#### **Procedure When Speaker Present at Hearing**

##### **Public Hearing Outline**

(Insert name of hearing)

\*\*\* Read Explanation of Process for Public Hearings unless already done for previous hearing scheduled for the same time \*\*\*

1. Resolution to open hearing
2. Presentation of Hearing Information (read by Municipal Manager)
3. Presentation by applicant – questions of Council
4. Presentation by proponents/opponents – questions of Council
5. Applicant's response – questions of Council
6. Resolution to close hearing
7. Decision of Council on application

#### **Procedure When No Speaker is Present**

If no one is present to speak to a proposed bylaw or application which requires a statutory hearing, Council may:

1. Hear an introduction of the matter from administration, ask relevant questions on the issue, and then shall vote to close the statutory hearing.
2. At times, Council may decide not to close the public hearing if the applicant causing the hearing is not present. Any member may move a

motion to adjourn the said hearing to a future day and time when such person can attend.

### **Debate On The Issue**

After the close of the statutory hearing, Council may debate the proposed application or bylaw, and may vote to:

1. If a bylaw:
  - a. Give second and third readings to the bylaw
  - b. Amend bylaw prior to giving second and third reading
  - c. Refuse to give any further readings to the bylaw.
2. If an application, to reject it, or approve it, with possible conditions attached.
3. Refer the bylaw or application to another meeting for further consideration and final decision by Council.

## **SCHEDULE "C" TO BYLAW NO. 1702**

### **RULES OF PROCEDURE FOR CONDUCTING NON-STATUTORY PUBLIC HEARINGS**

The following rules of procedure may be followed when Council receives representations and oral presentations at non-statutory public hearings.

#### **Procedure When Speaker Present**

#### **Public Hearing Outline** (Insert name of hearing)

\*\*\* Read Explanation of Process for Public Hearings unless already done for previous hearing scheduled for the same time \*\*\*

1. Resolution to open hearing
2. Presentation of Hearing Information (read by Municipal Manager)
3. Presentation by applicant – questions of Council
4. Presentation by proponents/opponents – questions of Council
5. Applicant's response – questions of Council
6. Resolution to close hearing
7. Decision of Council on application

#### **Procedure When No Speaker Is Present**

If no one is present to speak to the issue under consideration at the hearing, Council may:

1. Hear an introduction of the matter by the Chair, or the administration.
2. Ask relevant questions on the issue.
3. Vote to close the hearing, or adjourn it to some other day.

#### **Debate On The Issue**

After the close of the public hearing, Council may debate the issue dealt with at the hearing and decide what action should be taken in the matter.

**SCHEDULE "D" TO BYLAW NO. 1702**

**RULES OF PROCEDURE FOR READING AND AMENDING BYLAWS**

The following motions will apply when the Council passes motions for reading and amending bylaws:

**1. FIRST READING ONLY:**

Mover  
That Bylaw No. \_\_\_\_\_ (and brief description) be read a first time.

**2. SECOND READING ONLY:**

Mover  
That Bylaw No. \_\_\_\_\_ (and brief description) be read a second time.

**3. THIRD READING ONLY:**

Mover  
That Bylaw No. \_\_\_\_\_ (and brief description) be read a third time and finally declared passed

Note: Pursuant to Rule 93, a recorded vote must be taken at the time of third reading showing the names of each member present at the time of voting, the vote or abstention of each member and the reason for any abstentions.

**4. AMENDMENT TO BYLAW AT TIME OF SECOND READING:**

Mover  
That Bylaw No. \_\_\_\_\_ (and brief description) be amended as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and read a second time.

**5. NO FURTHER READINGS TO BYLAW:**

Mover  
That Bylaw No. \_\_\_\_\_ (and brief description) be given no further readings.

**SCHEDULE "E" TO BYLAW NO. 1702**

**FORM OF WRITTEN WAIVER OF NOTICE**

TO: His Worship the Mayor or Other Presiding Officer:

I, \_\_\_\_\_, member of Fort Macleod Town Council, do hereby waive, pursuant to Rule 26 of the Procedure Bylaw # 1702, my right to be given notice of any special or emergency meeting of the Council that may be held between the period of \_\_\_\_\_ and \_\_\_\_\_.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D.  
in the Town of Fort Macleod.

\_\_\_\_\_