

BYLAW NO. 3358/2006

Being a bylaw of the City of Red Deer to provide for the orderly proceedings of Council meetings and the transacting of business by Council of The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ENACTS AS FOLLOWS:

Title

1 This bylaw may be cited as “The Procedure Bylaw”.

Definitions

2 In this bylaw:

“Agenda” is the items of business of a meeting and the associated reports, bylaws or other documents.

¹“City Clerk” means the Legislative Services Manager.

“City Manager” means the chief administrative officer of The City within the meaning of the *Municipal Government Act*.

“Chair” means the mayor, deputy mayor or other person who has authority to preside over a meeting.

²“Committee of the Whole” means a meeting of all of Council in which formal decisions are not made and which can be held with or without the public and media present.

“Conflict of Interest” refers to a Council member:

- who has a personal interest which would conflict with his or her obligation as a member of Council to fairly consider a matter before Council; or
- whose ethical integrity of the Council member may be in doubt if that Council member was to participate in the consideration of the matter before Council.

“Council” is the municipal Council of The City of Red Deer.

³ “Council Member Inquiry” means a request from a member of Council to the administration, via the established Organizational Communication process, for the future provision of information.

¹ 3358/B-2012

² 3358/A-2010

³ 3358/B-2012

“Councillor” is a member of Council who is duly elected and continues to hold office.

“General Election” means an election held in the city to elect the members of Council as described in the *Local Authorities Election Act*.

“Inaugural Meeting” means the organizational meeting immediately following the general election.

¹“In Camera” means a meeting of all of Council which is held without the public and media present and is held during the course of a regular meeting of Council.

“Mayor” means the chief elected official of The City within the meaning of the *Municipal Government Act* and is a member of Council.

"Member" means a member of Council.

“Minutes” are the record of decisions of a meeting.

“Organizational Meeting” means the meeting held as described in section 3(2) and includes the inaugural meeting.

“Pecuniary Interest” means a pecuniary interest with the meaning of the *Municipal Government Act*.

“Point of Information” is a question to obtain information on the procedures of Council to assist a member to:

- (a) make an appropriate motion;
- (b) raise a point of order;
- (c) understand the procedure, or;
- (d) understand the effect of a motion.

²“Point of Interest” means a request from a Council member to share a comment, information, or commendation about an individual, group, organization or event but which is not recorded in the Minutes of that meeting.

¹ 3358/A-2010

² 3358B-2012

“Point of Order” means a request that the chair enforce the rules of procedure.

“Point of Privilege” is not related to the business on the floor and enables a member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety, or reputation of the organization or any individual member.

“Public Hearing” means the portion of a Council meeting held for statutory hearings.

“Quorum” is the minimum number of members that must be present at a meeting for business to be legally transacted.

“Resolution” can also be referred to as a motion.

“Table” means a motion to delay consideration of any matter and sets the parameters for consideration of the matter to resume.

Council Meetings

Organizational Meeting

- 3 (1) An organizational meeting will be held not later than two weeks after the third Monday in October each year.
- (2) At the organizational meeting, Council will:
- (a) appoint each Councillor to the position of Deputy Mayor on an monthly rotation schedule;
 - (b) establish the dates for Council meetings;
 - (c) appoint members of Council committees;
 - (d) conduct other business as identified within the organizational meeting agenda.

Regular Council Meetings¹

- ²4 (1) Regular Council meetings are held every second Monday in the City Hall

¹ 3358/A-2012

² 3358/B-2012

Council Chambers with each meeting to commence in accordance with the times established by Council from time to time. If the Monday is a holiday the Council meeting will be held on the next business day.

- (2) Council may establish other Council meeting dates.

Public Hearings

- (3) Public hearings are held in conjunction with a Council meeting.

¹Council Review Hearing

- (4) In this section, the following terms have the following meanings:

- (i) “Order to Remedy” means an order issued under 545 or 546 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26 (the “MGA”);
- ²(ii) “Review Hearing” means a review of an Order to Remedy under the provisions of section 547 of the MGA, in accordance with the relevant procedures outlined in the City of Red Deer Appeal Boards Bylaw and includes a referral of such a matter to Council.

- (5)³ Subsections (6) through (16) apply to a Review Hearing referred to Council by the Red Deer Appeal & Review Board.

- (6) The City Clerk will schedule the Review Hearing to be heard at a Regular Council Meeting as soon as practicable after receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.

- ⁴(7) Written submissions from the Applicant and City Administration must be submitted to the City Clerk not less than 7 days prior to the Review Hearing and will be distributed as part of the Council Agenda except when protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

- (8) As a proceeding of Council, a Review Hearing is open to the public.

- (9) At the beginning of a Review Hearing the Chair may:

¹ 3358/A-2009

² 3358/A-2009, 3358/B-2012

³ 3358/A-2009

⁴ 3358/B-2012

- (a) introduce the parties;
 - (b) describe the hearing process; and
 - (c) deal with any preliminary matters.
- (10) The normal order of procedure in a Review Hearing is as follows:
- ¹(a) Applicant opening remarks & presentation;
 - (b) Questions to Applicant by Council;
 - ²(c) City Administration opening remarks & presentation;
 - (d) Questions to City Administration by Council;
 - ³(e) Applicant rebuttal & summation;
 - ⁴(f) City Administration rebuttal & summation.
- (11) If the Applicant fails to attend the Review Hearing despite having been given notice, Council may proceed with the hearing in the absence of the Applicant.
- (12) Council may establish such other rules of procedure as may be necessary to conduct the Review Hearing properly and fairly.
- (13) At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Order to Remedy, by passing a Resolution indicating its decision and its reasons.
- (14) If Council confirms or varies the Order to Remedy, the resolution should require the Applicant to comply with the Order to Remedy (or complete the required action) by a specific date, failing which the City may rectify the problem at the Applicant's cost.
- ⁵(15) Council may meet In Camera to deliberate but the resolution embodying Council's decision must be made in public.
- (16) The City Clerk will cause a notice of the decision of Council to be served upon the Applicant within 15 days of the conclusion of the Review Hearing.

⁶Council Governance & Policy Committee Meetings

¹ 3358/B-2012

² 3358/B-2012

³ 3358/B-2012

⁴ 3358/B-2012

⁵ 3358/A-2010

⁶ 3358/A-2011

- 4.1 (1) Council may by resolution establish a series of Council Meetings which are intended to deal with governance and policy issues and which shall be known as 'Council Governance & Policy Committee Meetings'.
- (2) The Chair may relax the formal rules of procedure applicable to Council Meetings so as to permit a full and frank discussion of governance and policy issues, notwithstanding any other provision of the Bylaw.
- (3) In order to permit participation by the Mayor in the discussions, the responsibility to chair Council Governance & Policy Committee meetings shall rotate among all members of council in accordance with a schedule established."

Meetings through Electronic Communications

- 5 ¹(1) A meeting may be conducted by means of electronic or other communication facilities in the event of an emergency if:
- (a) notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) the facilities enable the public to watch and/or listen to the meeting at a place specified in the notice;
 - (c) the facilities enable all the meeting's participants to watch and/or hear each other.
- (2) Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Notice of Council Meetings

- 6 (1) Council, by resolution, may change the frequency, time, date or location of any meeting.
- (2) Notification of a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a special meeting of Council will be provided to the public by:
- ² (a) posting a notice in the Legislative Services department; and

¹ 3358/B-2012

² 3358/B-2012

- (b) posting a notice on The City of Red Deer Web site; or
- (c) newspaper advertisement.

Special Meetings

- (3) A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.

Commencement of Meetings

- 7 As soon as there is a quorum after the time for commencement of a Council meeting:
- (1) The Mayor takes the Chair and begins the meeting; or
 - (2) If the Mayor and Deputy Mayor are not in attendance within fifteen minutes after the time set for the meeting and a quorum is present, the City Clerk will call the meeting to order and a member will be chosen by the members present to Chair the meeting.
 - (3) Upon their arrival, the Mayor or Deputy Mayor will assume the Chair.

Quorum

- 8 (1) A quorum of Council is a majority of Council members.

No Quorum

- (2) If there is not a quorum within 30 minutes after the time set for the meeting, the City Clerk will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting.

Lost Quorum

- (3) If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within 15 minutes the meeting will be deemed to be adjourned.

Duties of the Mayor

Powers and Responsibilities

9 The Mayor:

- (1) Opens Council meetings.
- (2) Chairs Council meetings.
- (3) Preserves order in Council meetings.
- (4) Decides all questions of procedure.
- (5) Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so.
- (6) Decides who aside from Councillors may address Council.

9.1¹ Acting Mayor

In the event that the Mayor will be absent or unable to act as Mayor for longer than one month, the Mayor may appoint a Councillor as Acting Mayor who will have all the powers and responsibilities of the Mayor under this bylaw for the duration of such appointment.

Deputy Mayor

Rotation of Councillors

- 10 Each Councillor acts as Deputy Mayor based on the rotation assigned to that Councillor at the organizational meeting.

Designation of Alternate Deputy Mayor

- 11 The Mayor may appoint an alternate Deputy Mayor in the event that the Councillor assigned to the rotation established at the organizational meeting is unable to fulfil the responsibilities of Deputy Mayor in accordance with the rotation.

Powers and Responsibilities

¹ 3358/A-2012

- ¹12 The Deputy Mayor chairs Council meetings when the Mayor or Acting Mayor is absent or unable to act and will have all the powers and responsibilities of the Mayor under this bylaw.

Agenda

Preparation of Agenda

- 13 The agenda for each Council meeting is established by the City Manager in consultation with the Mayor and the City Clerk.

Agenda Delivery

- 14² Agendas will be delivered to members of Council and administration prior to the Council meeting. The City Clerk will distribute the Council agenda to members of Council and administration prior to the Council meeting.

Late Submissions

- 15 Reports and supplementary materials to items on the agenda that are received too late to be included with the agenda will be made available as soon as reasonably possible.
- 16 Reports and supplementary materials, that are received too late to be included with the regular agenda, may be made available as an additional agenda and will be delivered to Council members in paper or electronic format no later than the Friday before a Council meeting.
- 17 The City Clerk will make copies of the agenda and supplementary materials (unless these must or may be withheld under the *Municipal Government Act* or other legislation) available to the public after distribution to Council.

Additions or Deletions

- 18 The addition or deletion of agenda items after a regular or additional agenda has been set requires a resolution by Council.
- 19 The agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called to deal with the business of the adjourned meeting.

¹ 3358/B-2012

² 3358/A-2012, 3358/B-2012

Order of Business

Approval of Minutes

- 20 (1) Immediately after a meeting is called to order, the Chair will call for a motion adopting the minutes of the preceding meeting or meetings, subject to the correction of any errors or omissions.

Order Determined by Chair

- (2) The order of business for each meeting will be determined by the Chair, subject to:
- (a) subsection (1) of this section; or
 - (b) a challenge by a Councillor.

Minutes¹

- 21 The City Clerk will prepare a written record of all Council meetings that includes:
- (1) The names of the members of Council present at and absent from the meeting.
 - (2) A brief description of the subject matter.
 - (3) All decisions and other proceedings.
 - (4) The names of members of the public who speak to an item.
 - (5) The names of the members of Council voting for or against a motion and of those who are absent for the vote.
 - (6) Any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention.
 - (7) Any abstentions made as a result of a Conflict of Interest and the reason for the abstention.
 - (8) The signatures of the Chair and the City Clerk.

¹ 3358/A-2012

Proceedings

Discussion Directed through Chair

- 22 (1) All discussion at a meeting of Council is directed through the Chair who will be addressed as “Your Worship”, “Mayor”, or “Mister/Madam Chair”.

Absence from Proceedings

- (2) Where a member of Council declares a pecuniary interest under the *Municipal Government Act* or a conflict of interest in respect of a matter before Council, that member of Council will absent himself or herself from Council Chambers while the matter is being discussed. Prior to leaving the Council Chambers, the Council member will describe in general terms the nature of the pecuniary or conflict of interest.

Speaking to Motions

- (3) No Council member is permitted to speak unless and until recognized by the Chair.
- (4) Unless permitted by the Chair, Council members may speak only twice on any motion, once in debate and once to ask questions.
- (5) The Chair may grant further permission to a Council member to speak again to:
- (a) provide an explanation of the member’s previous remarks if misunderstood;
 - (b) in the case of the mover or seconder, to answer questions from the floor directed to the Chair;
 - (c) allow the mover to reply closing debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

Time Limit

- (6) Council members shall not speak on any matter for longer than ten minutes in total, unless otherwise permitted by the Chair.

Interruption of Speaker

- (7) A Councillor who is speaking may only be interrupted by another Councillor on:
 - (a) a point of privilege; or
 - (b) a point of order.
- (8) A Councillor who is speaking when a point of order or privilege is raised will cease speaking immediately.
- (9) The Chair may grant permission:
 - (a) to the Councillor raising the point to explain the point briefly, and
 - (b) to the Councillor who was speaking to respond briefly,but otherwise a point of order or privilege is not debatable or amendable.

Ruling on Proceedings

- (10) The Chair will rule on a point of order or privilege and no vote will be taken unless there is a challenge by the Councillor to the ruling.
- (11) The Chair may seek advice on a point of order or privilege to determine whether a matter is within the jurisdiction of the Council.

Challenging a Ruling

- (12) Any Councillor may challenge the decision of the Chair on a point of order or privilege and if a decision of the Chair is challenged, the Chair will briefly state the terms of the Chair's decision and the point of the challenge and then put the question to Council, "Is the ruling of the Chair upheld?"
- (13) Council will decide the challenge without debate by voting and the decision of Council is final.

Motions

Consideration of Motions

- 23 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- (1) A Councillor may move a motion whether or not the Councillor intends to support it.
 - (2) A motion will not be considered until it has been seconded.
 - (3) After a motion is moved and seconded it may only be withdrawn by the mover with the unanimous consent of the Councillors present.

Motions to the Main Motion

- (4) When a motion is made and seconded and is being considered, no Councillor may make another motion except to:
 - (a) amend the motion;
 - (b) amend the amendment to the motion;
 - (c) refer the main motion for consideration;
 - (d) table the motion; or
 - (e) move a motion that has privilege.

Privileged Motions

- (5) The following motions are privileged motions:
 - (a) a motion to recess;
 - (b) a motion to adjourn
 - (c) a motion to set the time for adjournment; or
 - (d) a point of privilege.

Motion to Recess

- 24
- (1) The Chair, without a motion, may recess the meeting for a specific period.
 - (2) Any Councillor may move that Council recess for a specific period.

(3) After the recess, business will be resumed at the point where it was interrupted.

25 Except as provided elsewhere in this bylaw, a Councillor, after a motion is made and seconded, may with the unanimous consent of Council members present:

- (a) on a Councillor's initiative while speaking on the motion, or
- (b) when requested by another Councillor speaking on the motion;

make minor changes to the motion wording or agree to a minor change proposed by another Councillor, if the change does not alter the intent of the motion;

Severing Motions

26 The Chair may sever a motion and the original mover and seconder of the motion will remain as the mover and seconder for the severed motions.

Amending Motions

27 A Councillor may not amend a motion or make an amendment which:

- (1) does not relate to the subject matter of the main motion; or
- (2) is contrary to the main motion.

28 Only one amendment to the main motion and only one amendment to that amendment are allowed.

29 The main motion will not be debated until all amendments to it have been voted on.

30 When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

Referring Motions

31 A Councillor may move to refer any motion to the appropriate Council committee or the administration for investigation and report, and the motion to refer:

- (1) precludes all further amendments to the motion;
- (2) is debatable; and

- (3) may be amended only as to the body to which the motion is referred and the instructions on the referral.

Motion to Limit or End Debate

32 Any motion to limit or end debate:

- (1) cannot be debated; and
- (2) may only be amended as to the limit to be placed on debate.

Motion to Table

33 A motion to table another motion:

- (1) cannot be debated;
- (2) takes precedence over any other motion connected with the motion being tabled;
- (3) must specify either a date at which or an event after which the motion will be lifted from the table and is lifted from the table automatically on that date or upon the occurrence of the event;
- (4) may be raised from the table at any time by a majority vote of Council.

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

Reconsideration of Motions

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

- (1) a general election has been held; or
- (2) six months has passed since the date that the motion was considered; or
- (3) a motion to reconsider is passed.

¹36 A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion if:

- (1) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover who voted with the prevailing result; or
- (2) a Notice of Motion is submitted, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
- (3) the motion to which it is to apply has not already been acted upon.

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

²**Recess of Meetings**

37.1 ³Council, at its discretion, may recess any meeting and continue that same meeting at the next scheduled meeting of Council.

⁴Motion to In Camera Meeting

⁵38 Any Councillor may move that Council convene in an In Camera meeting.

In Camera Meeting

⁶39 All In Camera meetings will:

- (1) be chaired by the Mayor or his designate; and
- (2) be held without the presence of the public unless invited by the Mayor or his designate.

⁷40 No bylaw or motion will be passed at an In Camera meeting except for a motion to revert to a meeting held in public.

¹ 3358/B-2012

² Correction

³ 3358/A-2012

⁴ 3358/A-2010

⁵ 3358/A-2010

⁶ 3358/A-2010

⁷ 3358/A-2010

¹40.1 If an item being considered at an In Camera meeting requires a decision by Council, Administration must submit a report regarding this item on the open Council meeting agenda where Council may pass a resolution embodying its decision.

²Committee of the Whole

³41 Committee of the Whole is a meeting of Council in which formal decisions are not made and can be held with or without the public and media present.

⁴Notices of Motion

⁵42 A Councillor wishing to introduce a new matter for consideration must submit a Notice of Motion in writing to the City Clerk which is then read into that Council Meeting. The Notice as submitted is then scheduled for the next Council Meeting for consideration.

Votes of Council

Requirement to Vote

43 Each Council member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.

44 A Council member shall not vote on a motion if absent from the meeting when the vote is called.

Voting Procedure

45 Votes on all motions must be taken as follows:

- (1) Except for a meeting conducted through electronic or other communication facilities, Council members must be in their designated Council seat when the motion is considered.

¹ 3358/A-2010

² 3358/A-2010

³ 3358/A-2010

⁴ 3358/A-2010

⁵ 3358/A-2010

- (2) The Chair puts the motion to a vote.
- (3) Council members vote by a show of hands or other method agreed to by Council.
- (4) The Chair declares the result of the vote.

46 A motion is carried when a majority of Council members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.

Declaring Results of a Vote

- 47 (1) After the Chair declares the result of the vote, Council members may not change their vote for any reason.
- (2) A question on the results of a vote may be resolved by the Mayor immediately calling for a revote on the motion.

Tie Votes

48 A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

Bylaws

Basic Requirements

- 49 (1) All proposed bylaws must have:
 - (a) a bylaw number assigned by the City Clerk; and
 - (b) a concise title indicating the purpose of the bylaw.
- (2) Council members will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

Introducing a Bylaw

- (3) A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the administration and/or applicant.

- (4) After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councillor may move that the bylaw be read a second time.
- (5) Council may not give a bylaw more than two readings at a meeting unless all Council members present at the meeting vote in favour of allowing a third reading at that meeting.

Amendments to Bylaws

- (6) Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.

Defeated Bylaws

- (7) If a bylaw is defeated on third reading the previous readings are rescinded.
- (8) A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading.

Effective Date

- (9) A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.

Bylaws Signed and Sealed

- (10) The Chair and the City Clerk or person acting as the City Clerk must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- (11) Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this or another enactment.

¹Council Member Inquiries

²Deleted.

¹ 3358/B-2012

² 3358/B-2012

Verbal or Written Council Member Inquiries

¹50 Any Council member may make a request for information on issues of particular concern to them and such request may be made:

- (1) Verbally, if the Council member does not require a written response;
- (2) In writing, if the request requires a written response.

Submission of Council Member Inquiries

²51 (1) All requests for information are to be directed through the City Clerk for response.

- (2) If it is deemed that the financial or other resources required to answer the Inquiry are substantial, the City Manager is required to approve such allocation of resources.

Response to Council Member Inquiries

³52 All written responses to requests to Council Member inquiries will be provided to all members of Council.

⁴Deleted

Communications to Council

Criteria for Submissions

53 (1) Any communication intended for Council will be forwarded to the City Clerk in writing and must:

- (a) be legible, coherent, and respectful; and
- (b) be able to identify the writer and the writer's contact information.

Responsibilities of the City Manager

¹ 3358B-2012

² 3358B-2012

³ 3358/B-2012

⁴ 3358/B-2012

- (2) If the standards set out in section 53(1) are met and the City Manager determines the communication is within the governance authority of Council the City Manager will:
- (a) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
 - (b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

Decisions on Communications

- (3) If the standards set out in section 53(1) are met and the City Manager determines the communication is not within the governance authority of Council the City Manager will:
- (a) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
 - (b) take any other appropriate action on the communication.
- (4) If a Councillor objects to the process determined by the City Manager, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council agenda.
- (5) If the standards set out in section 53(1) are not met, the City Manager may file the communication.
- (6) The City Clerk will respond to the person sending the communication and to advise that person of the process to be followed and any action taken on the subject of the communication.

Conduct in Council Meetings

Public Conduct

¹54 During a Council meeting members of the public will:

- (1) Not approach or speak to Council without permission of the Chair.

¹ 3358/B-2012

- (2) Not speak on any matter for longer than 10 minutes unless permitted by the Chair.
- (3) Maintain order and quiet.
- (4) Not interrupt a speech or action of Council or another person addressing the members.

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

Council Conduct

¹56 During a Council meeting, members of Council will adhere to Council's Code of Conduct and will not:

- (1) Speak disrespectfully, use offensive words, or unparliamentary language in Council.
- (2) Address members without permission.
- (3) Carry on a private conversation.
- (4) Break the rules of Council or disturb the proceedings.
- (5) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared.
- (6) Disobey the decision of the Chair on any question of order, practice or interpretation.

Breach of Conduct

57 A member of Council who persists in a breach of subsection 56, after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave for the duration of the meeting.

58 At the discretion of the Chair, a member of Council may resume his or her seat after making an apology for the member's offending conduct.

¹ 3358/B-2012

Robert’s Rules

59 When any matter relating to proceedings in Council arises which is not covered by a provision of this bylaw or another enactment, the matter will be determined in accordance with “Robert’s Rules of Order – Newly Revised.”

Transitional

60 Bylaw No. 3140/95 is hereby repealed.

READ A FIRST TIME IN COUNCIL this 8th day of May 2006.

READ A SECOND TIME IN COUNCIL this 8th day of May 2006.

READ A SECOND TIME IN COUNCIL this 8th day of May 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this 8th day of May 2006.

“Morris Flewwelling”

“Kelly Kloss”

MAYOR

CITY CLERK

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THE PROCEDURE BYLAW

Bylaw No. 3358/2006

*Office Consolidation
(As At December 10, 2012)*